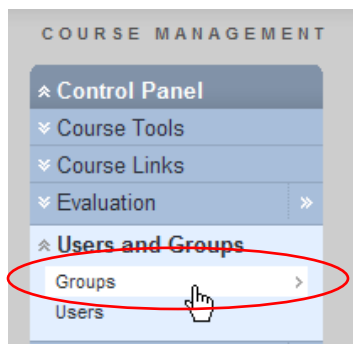


Using Section Groups in Blackboard

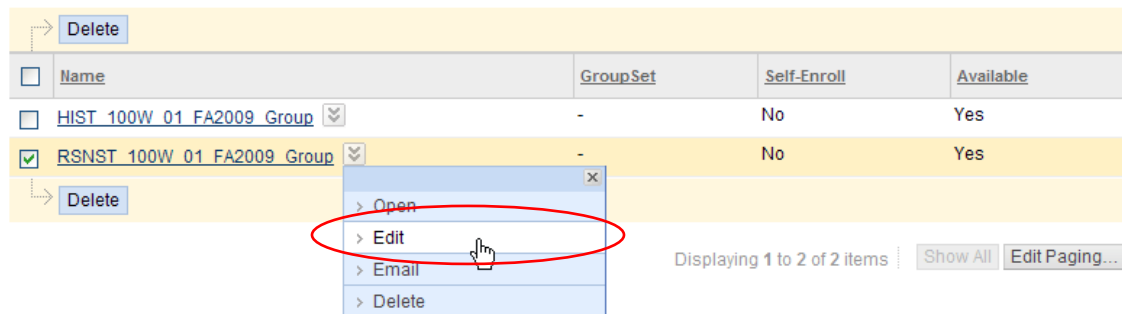
If you have requested that multiple sections of the same course be merged into one Blackboard course space, then groups are created within the remaining space which mirror the enrollments of the original course sections. (The enrollments in these groups are updated as students add and drop courses and/or change sections.) One may use these groups in a number of different ways which assist in tasks related to dealing with separate sections, such as sending e-mail, managing grades, creating assignments, and more.

Where to find the groups

Instructors can see information about the groups by expanding the Users and Groups sub-menu of the Control Panel area and selecting the Groups option:



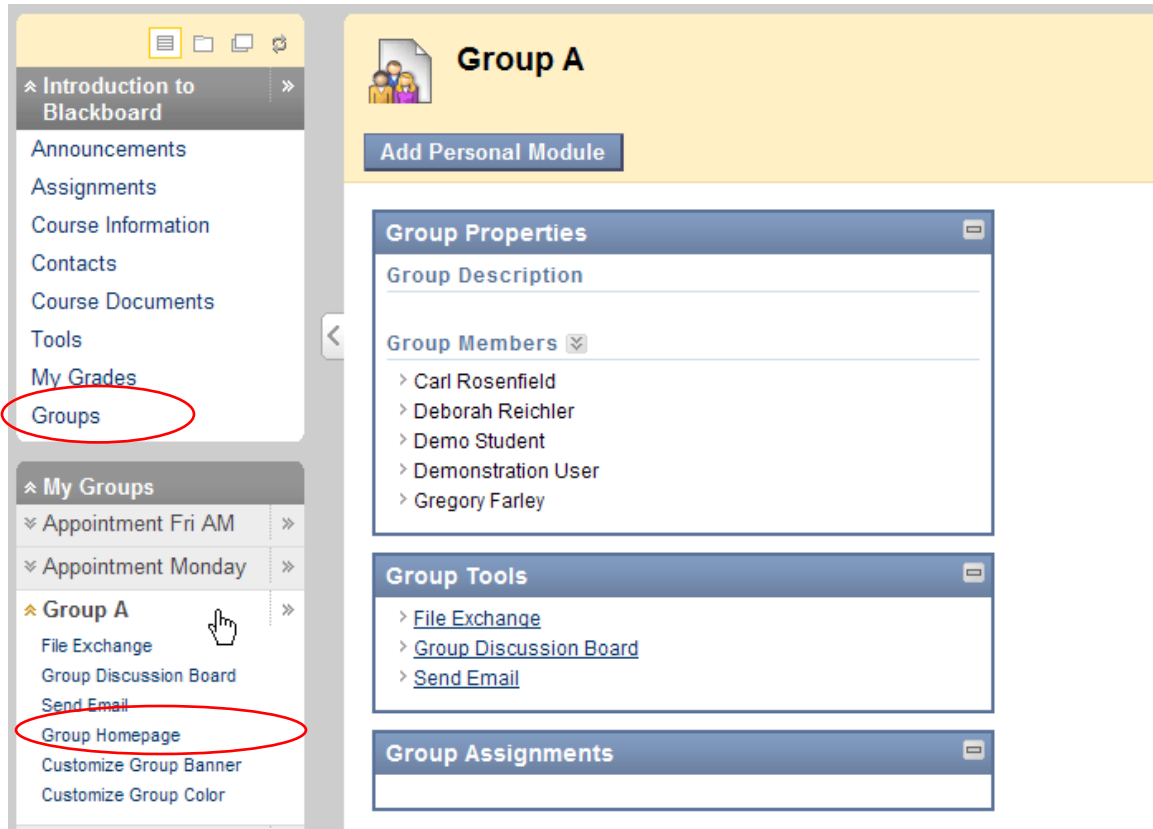
When you click on "Groups," you will see the groups that mimic the original sections of your classes (whether cross-listed or multiple sections):



Click the "chevron" next to each group to see the menu options for that group. You can see the group as the students see it by selecting the "Open" option. You can edit the group (for example, to add tool functionality) by selecting the "Edit" option. The "Email" option will send email to everyone in the group (this can also be done from the "Open" page). **Note:** You cannot modify these automatically-created and -maintained section groups or remove them. You can, however, add tools such as File Exchange.

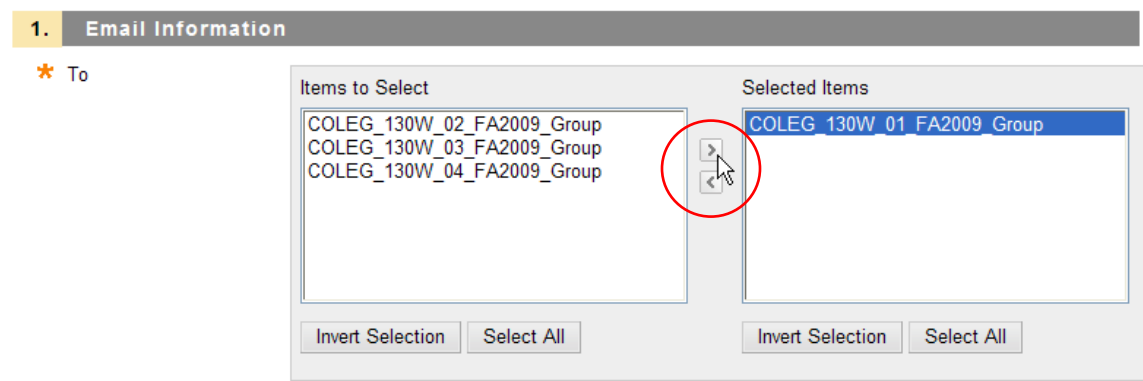
If you need groups other than these section groups, you can create your own (using the "Create Group" buttons), for example, to create groups for small-group class projects.

Students can access the groups from either the "Groups" link on the main course menu or the "My Groups" area, under the course menu. Clicking on the group name or the "Group Homepage" option allows access to all the features for the group:



E-mailing Groups in Blackboard

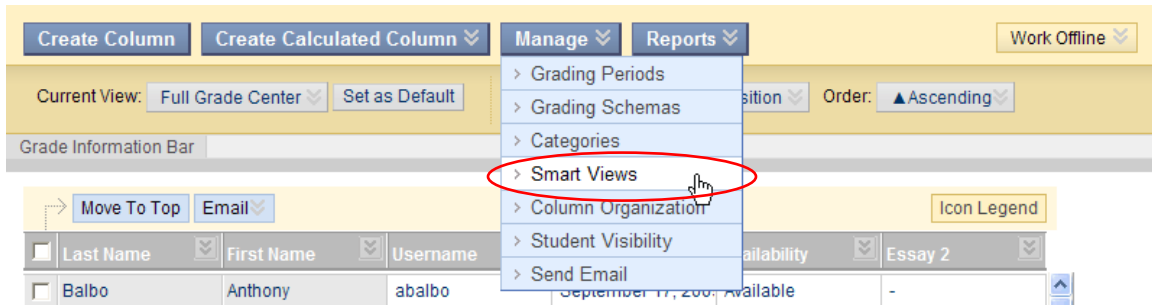
One can send e-mail to one or more groups from the Send Email page (Tools --> Send Email). Click on the "Select Groups" option (last item on page). Highlight the group desired, then click the right-pointing arrow to move it to the "Selected Items" box:



Using Groups in the Grade Center (Smart Views)

Using these pre-defined section groups, you can set up filters in the Grade Center to show the students of just one section or another (this is especially helpful if you have graders). This is done using a feature of the Grade Center called "Smart Views," which are filters that can be set to display only a certain set of students, only certain sets of columns (individually or by category), or to filter by some other criterion.

First we need to create the Smart View. Go to the Grade Center, expand the menu under Manage, and select Smart Views:



Click the "Create Smart View" button and, on the following page, enter Name and Description (if desired). In section 2, leave the "Group" radio button (for Type of View) selected. Then, for "Select Criteria," leave the "Group equal to" and select (highlight) one of the predefined section groups:

1. Smart View Information

* Name

Description

2. Selection Criteria

Type of View

- Group (Select one or more groups)
- Benchmark (Select users based on their performance)
- Focus (Select individual users)
- Investigate (Build a full query based on user attributes)

Select Criteria

Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

User Criteria: Condition: Value:

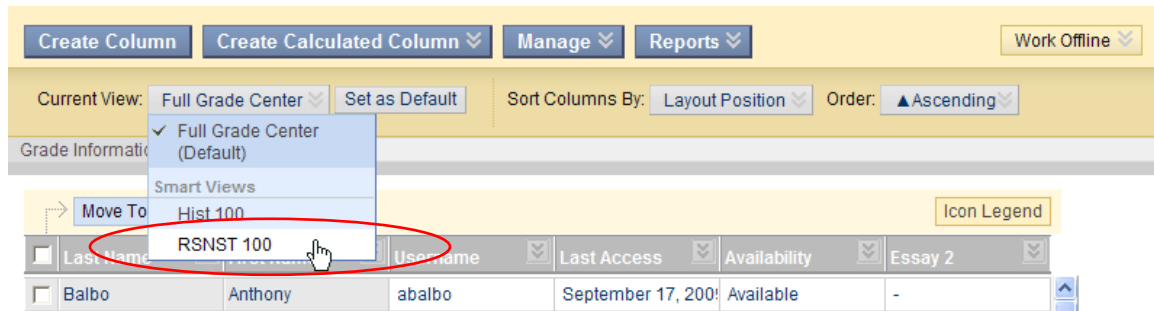
Filter Results

Columns to Display in Results:

Include Hidden Information

Then click Submit.

To use these Smart Views to filter your Grade Center, look under the tool bar in the main spreadsheet view to see the "Current View" options. Mouse over the drop-down to see that you now have optional views under the "Smart View" heading:



Select one of these Smart Views and your Grade Center will be filtered by whatever the Smart View indicates. This should be quite helpful for graders, or for reviewing selected columns only. (Note: if you click the Set as Default button, the Grade Center will always open with the selected Smart View instead of the usual "Full Grade Center" view.)

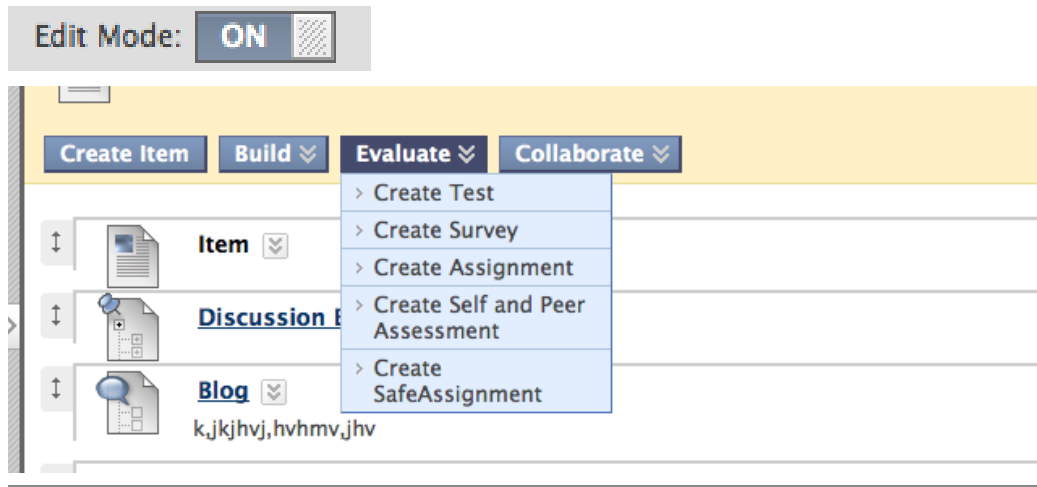
Other Uses for Groups

Groups can also be used when setting up Adaptive Release rules. These rules allow content to be made available to users according to selected criteria. To create a rule, click the "chevron" next to any course document or other item, then select the option "Adaptive Release." The following page allows one to set various criteria for release, including dates, individual users, groups, grades on previous assignments, or review status.

If you need to have a space for students to exchange work, you can use the File Exchange area of a group. By using one of the section groups or by creating a group which contains all members of the class, students can exchange and co-edit files. For the section groups, you will need to go to the Groups pages, click the chevron next to the group, select the "Edit" option, and check the option for "File Exchange" in section 2, "Tool Availability."

One can create assignments for groups, whether for one of several sections or for smaller groups you have set up yourself. When creating an assignment (under the Evaluation menu button), look in section 6, "Recipients," and select "Groups of Students." Then select one or more of the groups listed.

Learning Blackboard 9: *Building a Test*



1 Turn on edit mode

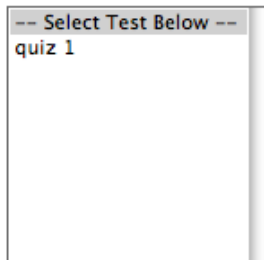
2 Under the contents section, Click on Evaluate and select "Create Test" from the drop down.

Click on 'Create Test' to create a new Test or select an existing Test. Any Test that has already been added will not be displayed.

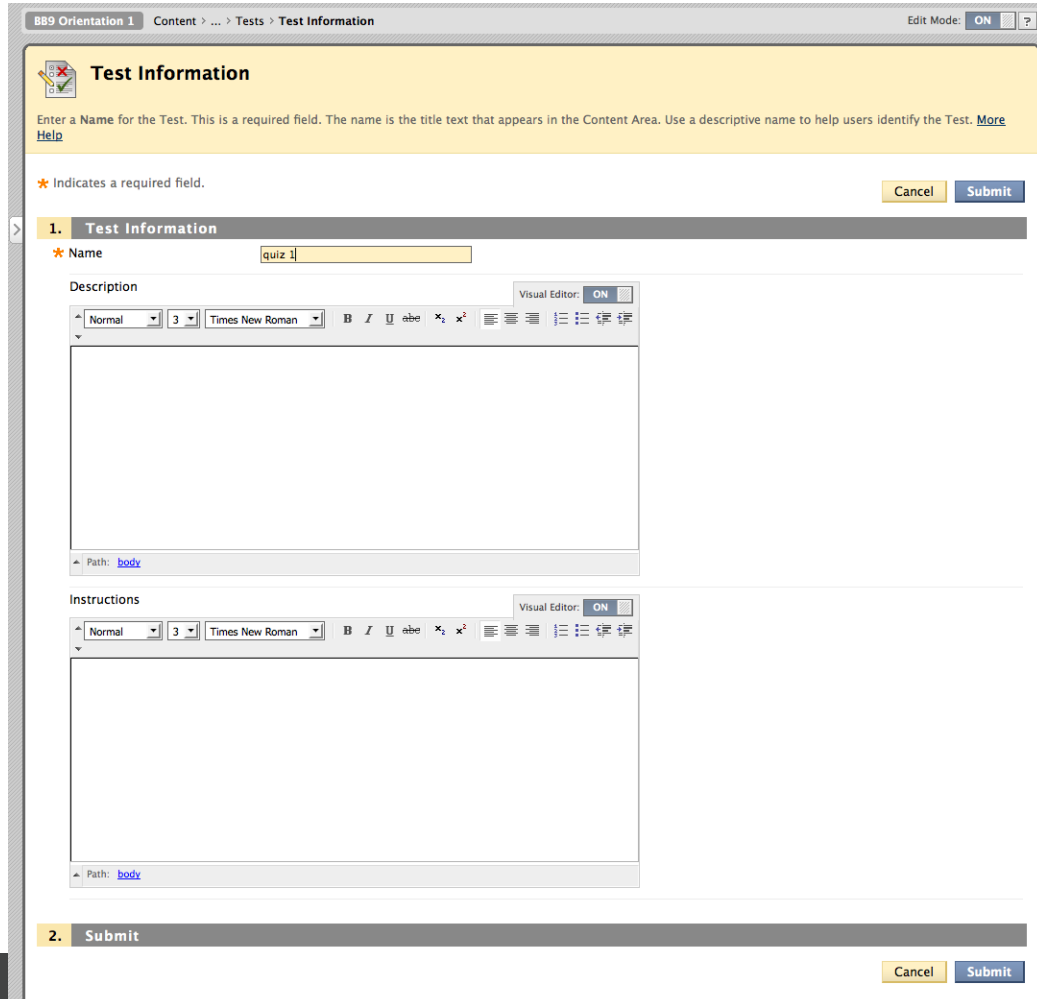
Click on 'Create a New Test'

Create

Test



3 Click the Create Button



4 Fill in the name of the test, a description, and instructions for the test.

Learning Blackboard 9: *Building a Test*

The screenshot shows the Blackboard Test Canvas interface. At the top, there is a breadcrumb trail: "BB9 Orientation 1 Tests, Surveys, and Pools > Tests > Test Canvas: test1". Below this is a green notification bar that says "Success: test1 Edited.". The main area is titled "Test Canvas" and contains instructions: "Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options such as feedback and images, are available for question creation. [More Help](#)".

Below the instructions are three buttons: "Create Question" (with a dropdown arrow), "Reuse Question" (with a dropdown arrow), and "Upload Questions". A "Creation Settings" button is located to the right of these buttons. A red circle with the number "4" is placed over the "Creation Settings" button.

Below the buttons is a "Header" section with a dropdown arrow. It contains the following text: "Name test1", "Description This is a simple test", and "Instructions Answer the question as best as you can.". Red circles with numbers "1", "2", and "3" are placed over the "Create Question", "Reuse Question", and "Upload Questions" buttons respectively.

Below the header is a question editor. The question text is "True/False: True / False This question requires...". Below the question text are two columns: "Answer" and "Correct Feedback". Under "Answer", there are two radio buttons: "True" (which is selected) and "False". Under "Correct Feedback", there are two text boxes: "good job" and "you fail". A red circle with the number "5" is placed over the question name "True/False: True / False".

- 1 The Create Question contextual menu lists all of the different types of test questions available.
- 2 From the Reuse Question contextual menu you can create a random block question or find an available question from a pool or another test.
- 3 Click Upload Question to browse for a local file.
- 4 Creation Settings control the options available when creating Test questions. Not all options are available for all question types.
- 5 Click the arrow icon next to the question name to rearrange the test questions after they are created.

Learning Blackboard 9: *Building a Test*

Subsystem	What You Need to Know	What to do after the Course is moved
Build a Test	The Tests, Surveys, and Pools tool is located on the Control Panel under Course Tools.	<ol style="list-style-type: none"> 1. From the Course Tools area of the Control Panel select Tests, Surveys, and Pools. 2. Click Tests. 3. Click Build Test. OR <ol style="list-style-type: none"> 1. From the Course Tools area of the Control Panel select Tests, Surveys, and Pools. 2. Select Tests. 3. From the contextual menu for an existing test select Edit. 4. From the Header contextual menu select Edit.
Import a Test	Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format.	<ol style="list-style-type: none"> 1. From the Tests page click Import Test. 2. Browse for a Local File or from the Content Collection. 3. Click Submit.
Edit an Existing Test from the Test Canvas	The Test Canvas page is the center of the Test creation process. Instructors can edit the Test name and instructions, add and edit questions on the Test, and view Tests. With the exception of minor text changes, such as correcting a typo, Tests should not be edited if Students have already begun taking the Test.	Follow these steps to open the Test Canvas page for an existing test. <ol style="list-style-type: none"> 1. From the Course Tools area of the Control Panel select Tests, Surveys, and Pools 2. Click Tests. 3. From the Contextual menu next to an existing test, Click Edit.
Add a Question		<ol style="list-style-type: none"> 1. Point to Create Question and select the type of question you want to add. 2. Complete the required fields and click Submit.
Change Test Settings	Creation Settings control the options available when creating Test questions. Not all options are available for all question types.	<ol style="list-style-type: none"> 1. From the action bar on the Test Canvas page, click Creation Settings. 2. Select or clear the checkboxes to customize your test. 3. Click Submit.
Change the order of Test Questions	Questions can be reordered by using the Drag and Drop feature.	Click and hold the arrows at the top left corner of the question box and drag and drop it to the correct position.
Edit a Question	Only textual changes will be permitted once a test has been taken. If changes are needed, other than textual changes, create a new Test.	From the question's contextual menu select Edit .
Delete a Question	Deleting a question is irreversible.	From the question's contextual menu select Delete .

How to Use the Blackboard Assignment Tool

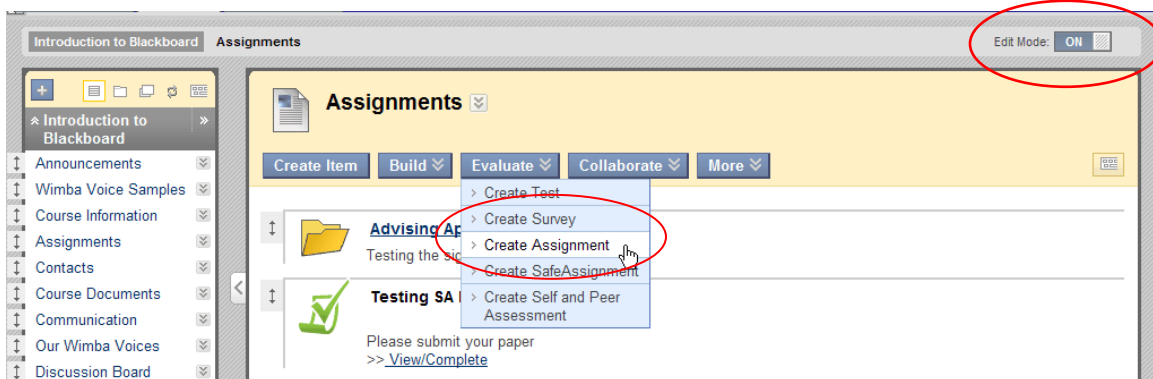
The Assignment Tool in Blackboard is an incredibly handy feature for managing and grading regular written assignments. With the appropriate setup, you can give your students online assignments; your students can submit their written work electronically; you can grade these assignments online or in printed form; you can enter grades and give feedback through the Grade Center; and you will be able to return graded and commented work to your students through Blackboard.

There are just a couple of spots where you need to know how to set up the assignment and how to access the students' work. This document will walk you through the major steps from both the instructor's and student's points of view.

First, create the assignment

An assignment must be set up using the "Create Assignment" option in the Evaluate menu.

1. Go to the course area in which you wish to set up the assignment (for example, the Assignments area, although any other area will work also).
2. Click the **Edit Mode** link in the upper-right corner to switch to the instructor's view of the page.
3. Hover your mouse over the "Evaluate" tool button and click on the "Create Assignment" option (see below).



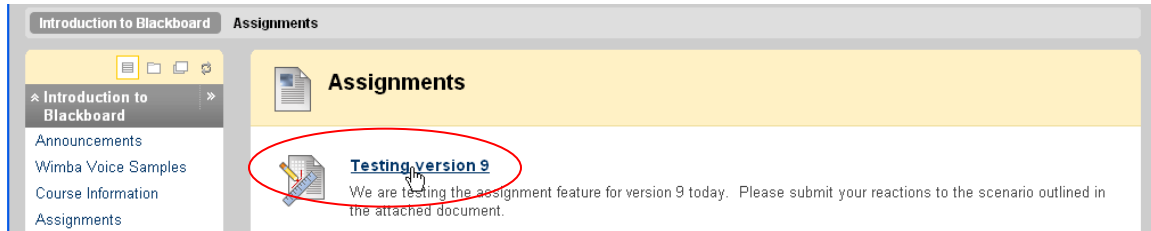
You will next see the Create Assignment template. Enter the title of the assignment (note: do not use the # sign or any other punctuation), any instructions necessary and attach any files which the students will need. The Points Possible field indicates the connection to the Grade Center and can be any number of points you wish.

You can set a date range during which the link to this assignment appears (for example, for take-home exams). You can also allow multiple attempts for the assignment (which would be handy for drafts and rewrites). You can release the assignment to either all students individually or to groups of students (for small group projects). There is also a due-date option. Click "Submit" and then turn Edit Mode to Off to see how the page will look from the students' point of view.

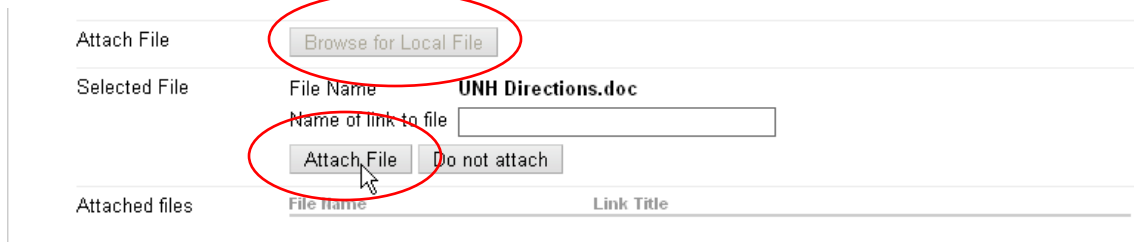
There is no need to create a column in the Grade Center at this point because Blackboard will create a column for Assignments automatically.

How do students complete the assignment?

Students will go to the content area in which you've set up the assignment and click on the title of the assignment (see below). They will see a screen containing the assignment instructions, any files you've attached and areas in which to enter a response or comments.



For longer assignments, students should compose and save the paper in Word rather than type directly in the "Submission" area. They can enter any general comments and upload the paper by clicking "Browse for Local File" in the Attach file area. They must also click the "Attach File" button for each file they are uploading.



Please remind your students to click "Submit" (not "Save as Draft") when they are done! Students will be able to check the "Submission History" to see whether their files were successfully uploaded.

Accessing Student Work and Entering Grades

You will retrieve the students' work and grade it through the Grade Center. When you go to the Grade Center, you will see that Blackboard has already set up a column here for your assignment. The green exclamation point indicates that the item "needs grading" for that student. Hover your mouse in the cell for that student to make the "chevron" (double drop-down arrows) appear:

The screenshot shows the Blackboard Grade Center interface. At the top, there are "Move To Top" and "Email" buttons, and an "Icon Legend" button. The main table has columns for "Last Name", "First Name", "Testing version", "Extra Credit Te", "Quiz 1", and "Quiz 2". The "Testing version" column contains a green exclamation point icon in the row for "Student Demo", which is circled in red. A mouse cursor is hovering over this cell. Below the table, it says "Selected Rows: 0". At the bottom, there are "Move To Top" and "Email" buttons, and an "Icon Legend" button.

	Last Name	First Name	Testing version	Extra Credit Te	Quiz 1	Quiz 2
<input type="checkbox"/>	Student	Average	-	2.00	-	-
<input type="checkbox"/>	Student	Bogus	-	4.00	-	-
<input type="checkbox"/>	Student	Demo	!	5.00	30	15.00
<input type="checkbox"/>	Student	Non-Hamilton	-	-	-	-
<input type="checkbox"/>	Student	Sample	-	3.50	-	-
<input type="checkbox"/>	User	Demonstration	-	1.00	0.0	6.00

Now click the "chevron" in the grade field to get the drop-down menu and then click the "View Grade Details" option:

Move To Top		Email	Icon Legend			
Last Name	First Name	Testing version	Extra Credit Test	Quiz 1	Quiz 2	
Student	Average	-	2.00	-	-	
Student	Bogus	-	4.00	-	-	
Student	Demo	!			15.00	
Student	Non-Hamilton	-			-	
Student	Sample	-			-	
User	Demonstration	-	1.00	0.0	6.00	

Selected Rows: 0

Move To Top Email Icon Legend

To access the student's work, click the "Open Attempt" button at the end of the Attempts information bar:

Attempts				
Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Aug 3, 2009 11:14:36 AM (Needs Grading)	Aug 3, 2009 11:19:13 AM	!		<div style="border: 1px solid gray; padding: 2px;"> Open Attempt Clear Attempt Edit Grade </div>

Icon Legend

You will see a screen with the original assignment, the student's files and comments, an area for the grade, your returned and corrected copy of the assignment, feedback for the student and notes for the instructor only. You can either download the user's work and print it for grading or open it up in Word and do all the commenting using Word's Review and markup tools. Save the file locally before uploading in the Grade Current Attempt area and don't forget to click the "Attach File" button when done.

4. Grade Current Attempt

★ Grade out of 10

Comments

Attach File

Selected File
 File Name **UNH Directions-corrected.docx**
 Name of link to file

Attached files

File Name	Link Title

When you finish grading the work, you will see that the Attempts area and Grade History have been updated with the grade and comments:

Attempts				
Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Aug 3, 2009 11:32:51 AM (Completed)	Aug 3, 2009 11:38:32 AM	8.00	Nice job -- see comments in returned paper.	Open Attempt Clear Attempt Edit Grade
Aug 3, 2009 2:22:17 PM (Not Attempted)	Aug 3, 2009 2:22:17 PM			Open Attempt Clear Attempt Edit Grade


[Icon Legend](#)

Grade History				
Date	Last Edited by	Value	Comments	
Aug 3, 2009 2:25:42 PM	Deborah Reichler	Attempt Grade 8	Feedback to User Nice job -- see comments in returned paper.	
Aug 3, 2009 11:47:24 AM	Deborah Reichler	Attempt Grade 0	Feedback to User Nice job -- see comments in returned paper.	

[View Complete History](#)

How do Students Access their Graded Assignments?

Students will be able to see the instructor's feedback and retrieve the corrected copy of their work either by clicking the grade for the assignment in the My Grades screen for the course or by clicking the assignment link again (grade information will appear in the Submission History area):

Testing version 9	Details	Sep 4, 2009	Aug 3, 2009 11:38 AM		10
--------------------------	-------------------------	-------------	----------------------	---	----

1. Submission History


[View Attempts](#)

Submission (August 3, 2009 11:38:32 AM EDT)

Submission Materials

Submission Field :
 Student Comments :
 Attached Files : [UNH Directions.doc](#)

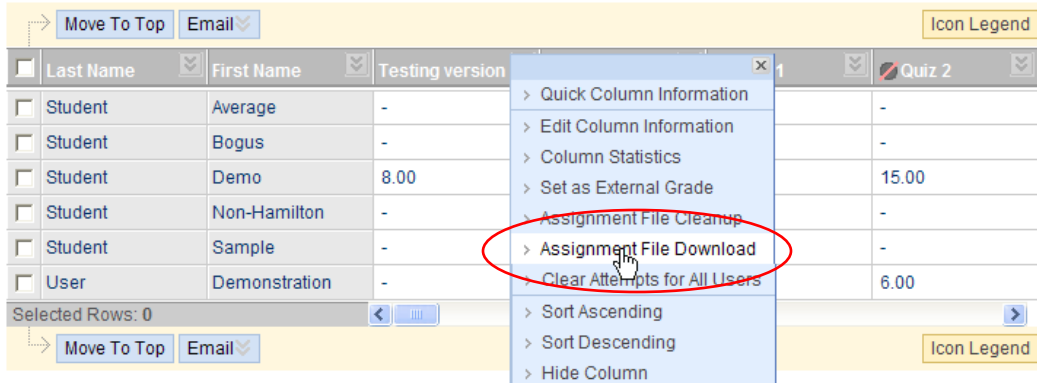
Instructor Feedback

Grade : 8 out of 10 
 Comments : Nice job -- see comments in returned paper.
 Attached Files : [UNH Directions-corrected.docx](#)

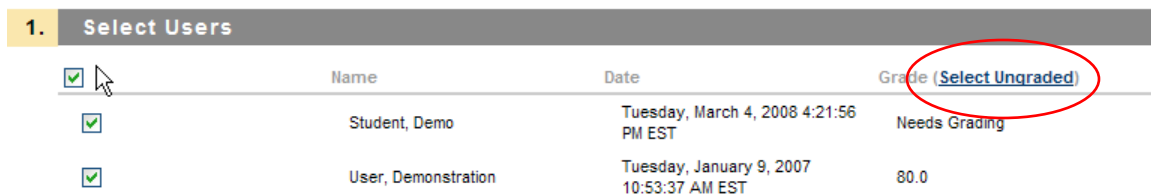
Downloading Files for Mass Grading Off-line

Let's say you give an assignment which is due just before you go out of town. If you could download all the papers to your laptop, you could grade them on that long plane flight (in fact, you can use this process any time you have a large number of papers to grade all at once). Here's how:

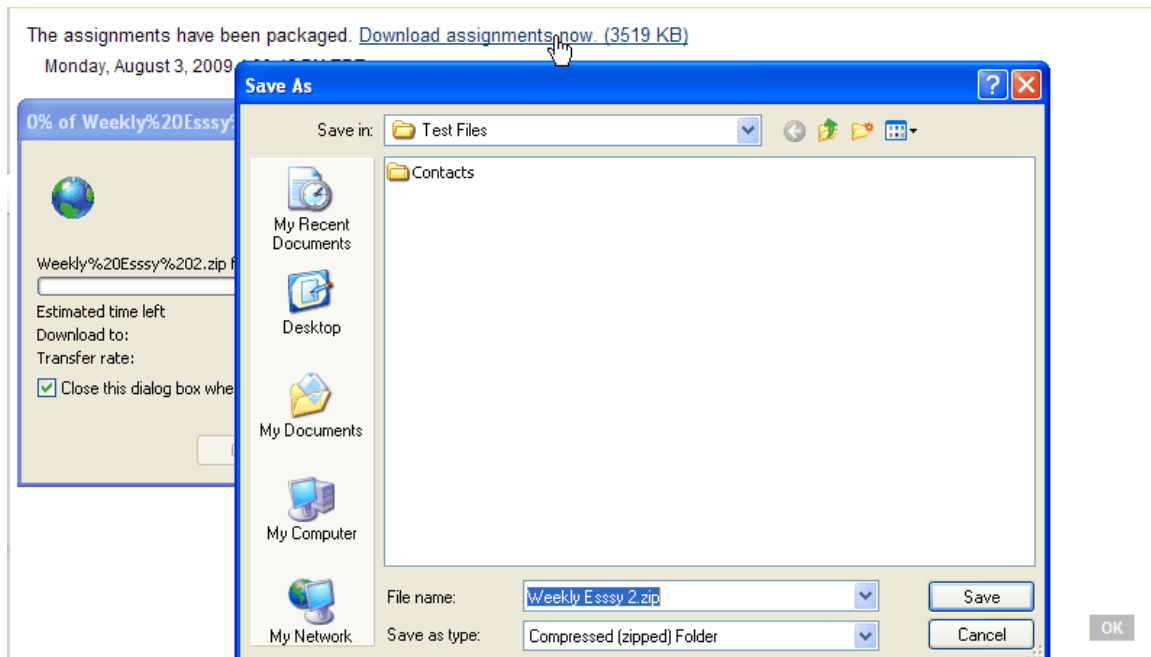
First, go to the Grade Center and click the chevron next to the title of the column. Then select the "Assignment File Download" option of the drop-down menu.



Select all the students (or just the ones whose papers need grading); click Submit:

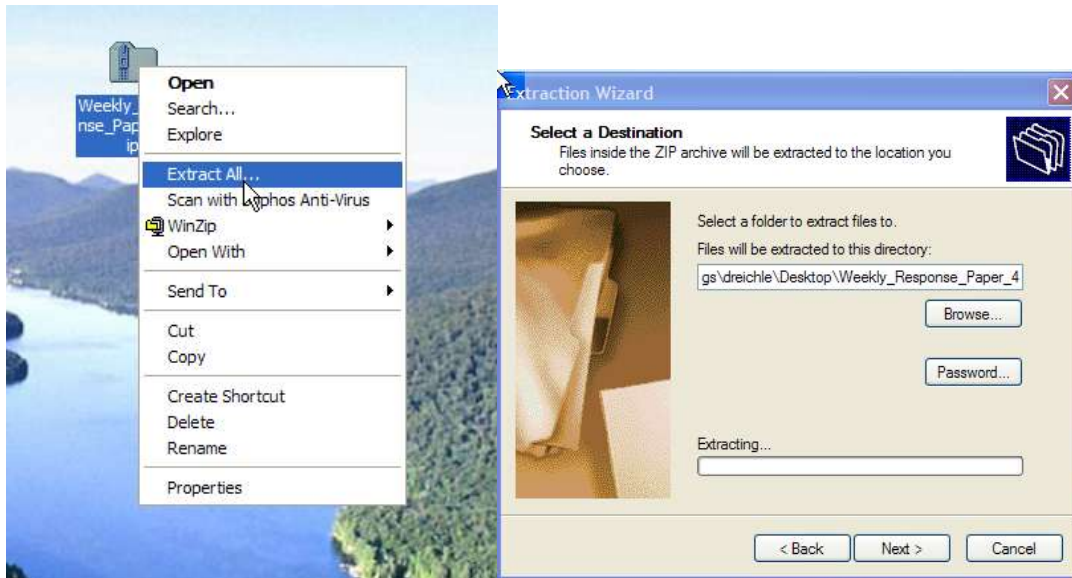


On the next page, click the link that says "Download assignments now" and in the dialog box that pops up, click Save.

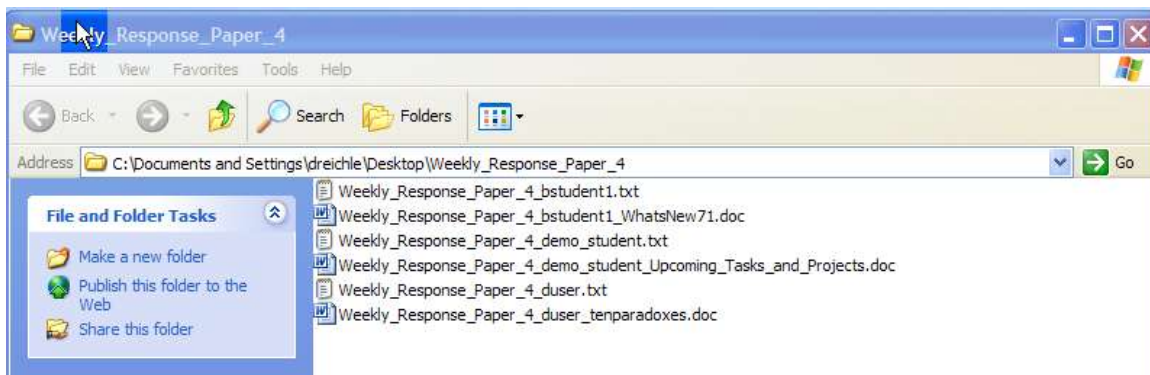


Select the desktop or anywhere else you'd like to save the file. Note that you will have a "zip" file in the compressed format.

Right-click on this zip file to get the pop-up menu and select the Extract All option. The Windows Compressed Folders Wizard will pop up. Click Next and Next again to accept all the defaults. Then click Finish to open the new folder on your desktop with all the student papers in it:



You will see that even if the students all call their paper the same name, Blackboard inserts their user ids into the file name so that you can tell whose paper is whose (the txt files contain their comments):



One common problem: Let's say a student uploads a file and clicks "Save" instead of "Submit." You will see an "in progress" icon in the Grade Center and will not be able to access the file. Just contact the student and ask him/her to go back and click "Submit" for this assignment attempt.

Grade Center

The Grade Center provides a way for instructors to post and calculate grades for students. Instructors can easily and efficiently perform most Grade Center activities from a central view.

Grade Center
Figure 5.0

In the **screen reader view**, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

Buttons: Create Column, Create Calculated Column, Manage, Reports, Work Offline

Current View: Full Grade Center, Set as Default, Sort Columns By: Layout Position, Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability
User1	Generic	generic.user1	generic.user1	September 29, 2001	Available
User2	Generic	generic.user2	generic.user2	September 24, 2001	Available

Selected Rows: 0

Buttons: Move To Top, Email, Icon Legend, Edit Rows Displayed

Grade Center (exploded view)

Grade Center
Figure 5.1

- Create Calculated Column**
 - Average Column
 - Minimum/Maximum Column
 - Total Column
 - Weighted Column
- Manage**
 - Grading Periods
 - Grading Schemas
 - Categories
 - Smart Views
 - Column Organization
 - Student Visibility
 - Send Email
- Reports**
 - Create Report
 - View Grade History
- Work Offline**
 - Upload
 - Download
- Full Grade Center**
 - Full Grade Center (Default)
 - Smart Views
 - Final Grade View
 - Preview of My Grades
- Email**
 - Email Selected Users
 - Email Selected Users and their Observers
 - Email Observers for Selected Users
- Layout Position**
 - Hide Other Rows
 - View User Statistics
 - Browse Adaptive Release Status
 - Email User
 - Hide User
- Layout Position (Dropdown)**
 - Layout Position
 - Categories
 - Due Date
 - Date Created
 - Points Possible
 - Display Name
- Icon Legend**
 - User Unavailable
 - Column Not Visible to Users
 - Completed
 - Needs Grading
 - Grade Edited Manually
 - Attempt in Progress
 - External Grade
 - Grade Exempted for this User
 - Error

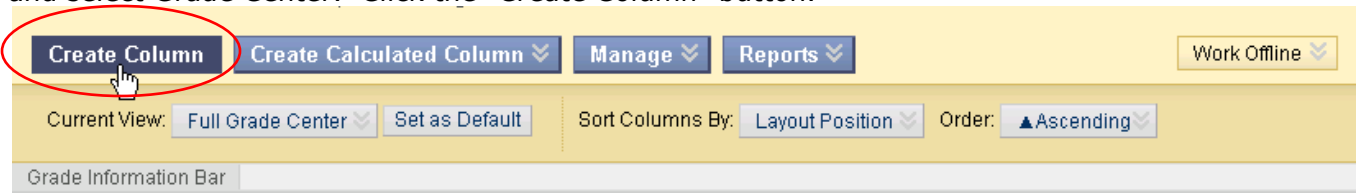
Blackboard Grade Center Overview

The Blackboard Grade Center is a wonderful tool full of helpful features – so full that it’s often difficult to know where to start. Here’s an overview of all the basics, plus some time-saving tips. The Grade Center can do everything from calculate weighted totals, to score online quizzes, to enable you to grade papers completely electronically. If you’ve never used the Grade Center (or if you’ve been using Excel all these years), take a look and see what Blackboard can do for you.

Adding a Column

The Grade Center of every course space begins with several default columns: student names, last course access date, total and weighted total, and more. Some types of assessments automatically create a grade center column for you (for example, tests, surveys, assignments, discussion boards, and more). For other types of assessments (exams, papers, participation grades, etc.), you will need to add a column to the Grade Center in order to be able to enter student grades.

Go to the Evaluation area of the Control Panel, click on the word “Evaluation” to expand the menu, and select Grade Center. Click the “Create Column” button.



On the following page, enter the name, points possible, and any other information necessary (all options are explained within the page). Click Submit and there is your new column.

Entering Grades

There are two basic options for entering grades: fast entry using the spreadsheet view and detailed entry using the Grade Details page. If you are just entering exam grades, for example, you can use the fast entry through the spreadsheet view. Click in the cell, type in the grade, and hit the Enter key to save and advance to the next student.

<input type="checkbox"/>	Last Name	First Name	Final Exam	Weighted Total	Total	File Response E
<input type="checkbox"/>	Student	Average	75.00	-	160.00	-
<input type="checkbox"/>	Student	Bogus	<input type="text"/>	-	75.00	-
<input type="checkbox"/>	Student	Demo	-	-	95.00	-
<input type="checkbox"/>	User	Demonstration	-	-	80.00	-

For assignments and any type of assessment involving additional student feedback, you will need to go to the Grade Details page. Hover your mouse in the cell for a student and click the “chevron” (double-headed arrow) which appears; then select the “View Grade Details” option.

<input type="checkbox"/>	Last Name	First Name	Last Access	Midterm	College Life	Final Exam
<input type="checkbox"/>	Student	Average	October 19, 2009	85.00 (B)	!	<input type="text"/>
<input type="checkbox"/>	Student	Bogus	October 19, 2009	75.00 (C)	!	<input type="text"/>
<input type="checkbox"/>	Student	Demo	November 25, 2009	95.00 (A)	!	<input type="text"/>
<input type="checkbox"/>	User	Demonstration	October 19, 2009	80.00 (B-)	!	-

The screenshot shows a grade entry table with a context menu open over the 'Final Exam' cell for the 'Bogus' student. The context menu is highlighted with a red circle and contains two options: '> View Grade Details' and '> Exempt Grade'. A mouse cursor is pointing at the 'View Grade Details' option.

On the following page, in the "Attempts" area, look for the "Open Attempt" button and click it to access student work and the grading and comment sections.

Attempts				
Date Created	Date Last Submitted or Edited	Value	Feedback to User	Grading Notes
Oct 19, 2009 3:25:51 PM (Needs Grading)	Oct 19, 2009 3:26:28 PM	!		<div style="border: 1px solid gray; padding: 2px;"> Open Attempt Clean Attempt Edit Grade </div>

Organizing the Grade Center

Once you begin using the Grade Center, you may discover that you need to organize it differently from the default layout. Click the Manage button, then select "Column Organization":

The screenshot shows the 'Manage' dropdown menu with the following options: Grading Periods, Grading Schemas, Categories, Smart Views, and Column Organization. The 'Column Organization' option is circled in red. Other interface elements include 'Create Column', 'Create Calculated Column', 'Work Offline', 'Current View: Full Grade Center', 'Set as Default', 'Grade Information Bar', 'Move To Top', 'Email', and 'Icon Legend'.

On the next page, you can Hide columns you don't want to see or Show columns you have previously Hidden. Check the column(s) you want, then select the option you'd like. Mouse over the four-headed compass symbol, then click and drag the column to change the order in which columns appear in the spreadsheet view. In the lower part of the page, click the chevron next to any column and change the default sort order. Be sure to click Submit to save your changes.

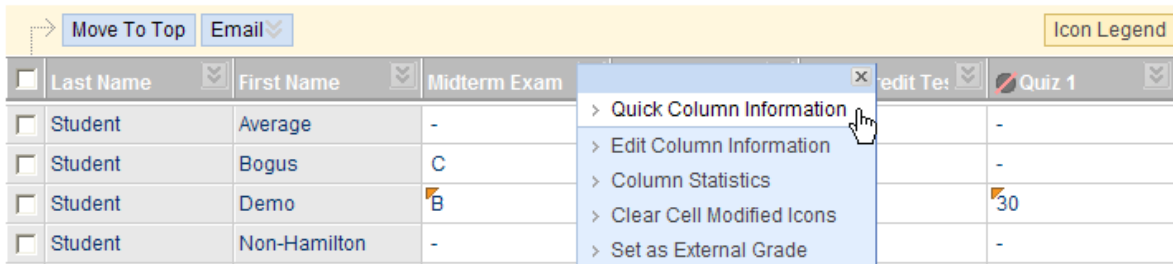
The screenshot shows the 'Show/Hide' dropdown menu with the following options: Hide Selected Columns, Show Selected Columns, and Show Selected Columns in All Grade Center Views. The 'Hide Selected Columns' option is circled in red. A red circle also highlights the four-headed compass symbol next to the 'Last Name (Frozen)' column. Other interface elements include 'Change Category to...', 'Change Grading Period to...', 'Shown', 'Grading Period', 'Category', 'Due Date', 'Date Created', 'Points Possible', and 'Move To Top', 'Email'.

Note: to delete a column, click the chevron next to the column name. This menu contains many useful options, including the "Edit Column Information" to use for modifying an existing column.

The screenshot shows a spreadsheet view with columns: Last Name, First Name, File Response E, Final Exam, and Weight. A context menu is open over the 'Weight' column, showing options: Quick Column Information, Edit Column Information, Column Statistics, Set as External Grade, Sort Ascending, Sort Descending, Hide Column, and Delete Column. The 'Delete Column' option is circled in red. Other interface elements include 'Selected Rows: 0', 'Move To Top', and 'Email'.

Weighting Grades

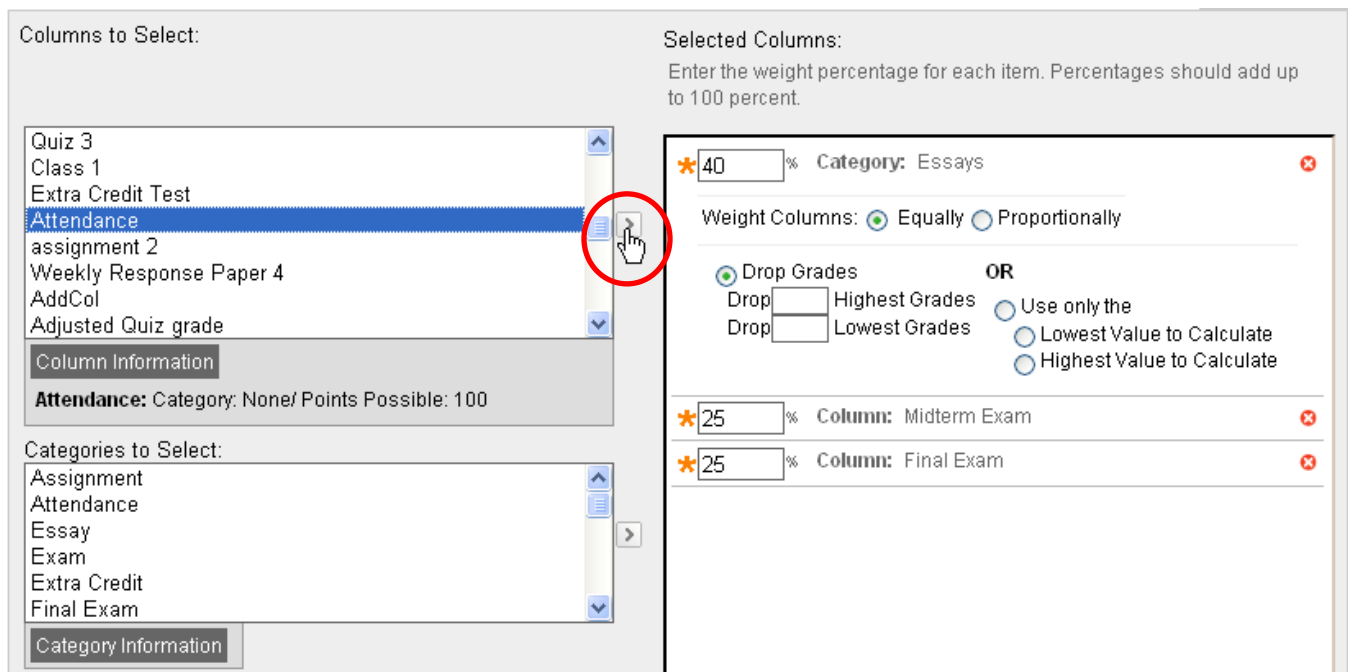
Before starting to set up the weighting scheme, it's a good idea to make sure that all of your grade center items have a category associated with them. This will give you additional options when setting up the weighting. Click the "chevron" for each item and select "Quick Column Information" to check whether there is a category. If not, then select "Edit Column Information" and add an appropriate category (you can also define your own in Manage --> Categories).



	Last Name	First Name	Midterm Exam	Quiz 1
	Student	Average	-	-
	Student	Bogus	C	-
	Student	Demo	B	30
	Student	Non-Hamilton	-	-

The context menu is open over the 'Midterm Exam' column, showing options: Quick Column Information, Edit Column Information, Column Statistics, Clear Cell Modified Icons, and Set as External Grade.

You should have a column called "Weighted Total" in your grade center (if not, create one by clicking the "Create Calculated Column" button and selecting "Weighted Column"). Click the "chevron" for the Weighted Total column and then select "Edit Column Information." You will see an area which is unique to the weighted column and this is where you will set up your grade weighting scheme. Select an item and click the arrow to move it to the "Selected" area.



The dialog box is titled "Edit Column Information" and is used for configuring a weighted column. It is divided into two main sections: "Columns to Select" and "Selected Columns".

Columns to Select: A list of items is shown, including Quiz 3, Class 1, Extra Credit Test, Attendance, assignment 2, Weekly Response Paper 4, AddCol, and Adjusted Quiz grade. The "Attendance" item is highlighted, and a red circle with a hand icon points to the arrow button next to it, indicating it should be moved to the selected area.

Selected Columns: This section contains a list of items that have been added to the weighting scheme. Each item has a weight percentage and a category. The items are: 40% Essays (Category: Essays), 25% Midterm Exam (Column: Midterm Exam), and 25% Final Exam (Column: Final Exam). Below the list, there are options for "Weight Columns" (Equally or Proportionally) and "Drop Grades" (Highest or Lowest). There are also radio buttons for "Use only the" (Lowest Value to Calculate or Highest Value to Calculate).

You should be able to replicate the weighting scheme on your syllabus in the "Columns/Categories to Select" area. As you can see, we can mix categories (quizzes, essays) in with individual columns (exams, attendance). You can also select calculated columns (total, average, min/max or weighted) which you have created to reflect specific grading needs.

As long as each essay-like item has the category "Essay," it doesn't matter how many there are; Blackboard will calculate the grade for this category based on however many items are in the category and weight them equally (each one has the same number of points possible) or proportionally (each one has a different number of points possible). You can also choose to drop the X number of lowest (or highest!) grades or use only the lowest or highest value of the group.

A Few Tips and Tricks

- 1) **Shorten column title by adding a Grade Center Display name.** This is a handy option if you use long assignment names. The descriptive assignment name remains in the content area; you see a name not longer than 15 characters in the Grade Center. Click the "chevron" next to the column title and select "Edit Column Information."
- 2) **Use the navigation tools on the Grade Details page to jump from one student to the next or one assignment to the next without reloading the Grade Center page.** This will allow you to go directly from one student to the next while grading assignments without the extra step of reloading the Grade Center when you don't need to do so.

The screenshot shows the 'Grade Details' interface. At the top, there are two callout boxes: one pointing to a link 'Click here for list of students' and another pointing to a link 'Click here for list of grade center items'. Below these is a header area with a 'Grade Details' title and a 'More Help' link. The main content area features two dropdown menus: 'Jump to User: -Select-' and 'Jump to Column: -Select-', followed by a 'Go' button. Below the dropdowns, there are two sets of navigation buttons. The first set is labeled 'Current User: Bogus Student (bstudent)' and includes left and right arrow buttons with the text 'Click these buttons to go to the next or previous students'. The second set is labeled 'Current Column: Final Exam (No Category)' and includes left and right arrow buttons with the text 'Click these buttons to go to the next or previous columns'. Two empty rectangular boxes are positioned below the navigation buttons, with lines connecting them to the respective arrow buttons.

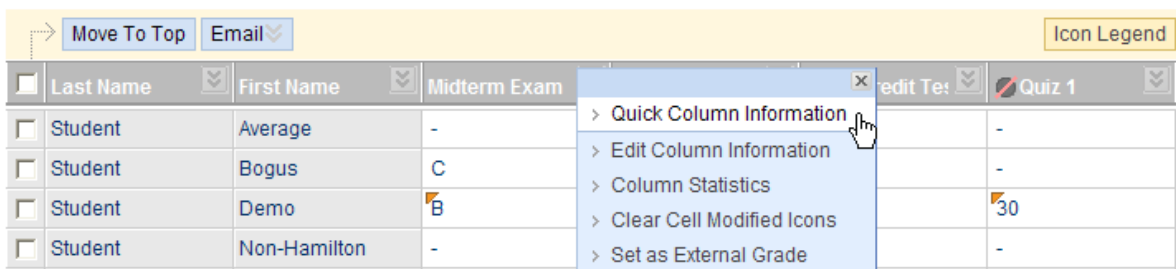
- 3) **Email students directly from the Grade Center.** Just check the boxes next to their names and click the "Email" button directly above the name columns.
 - 4) **Add a Quick Comment to a student's grade.** Once a grade has been entered for a student, you should see the option "Quick Comment" in the menu that pops up when you click the "chevron" next to the individual student's grade. When you select this option, an entry box will pop up with two fields, one for feedback to the student and one for notes to yourself. This is faster for quick comments than selecting the "View Grade Details" option.
 - 5) **Exempting a single grade from a student's total grade.** This is another option you will see on the menu that pops up when you click the chevron in a grade cell. Selecting this option will cause the grade for that student to not be included in that student's totals. Once created, it can be cleared if necessary.
 - 6) **Overriding Grades.** You also have the ability to override a given grade with an updated grade. Click the "View Grade Details" option and look in the top area, "Current Grade Value." Click the "Override" button (next to the current grade) and you will see options to directly enter a new grade to override a given one, and then to revert the grade back to the original value if necessary. The "Edit Override" field will give you the option to enter additional feedback to the student or comments to yourself.
-

Weighting Grades in Blackboard

The Blackboard Grade Center can accommodate a number of different grade weighting schemes (the process by which grades are weighted for a course's final grade). This document describes one very basic scenario, but should give you ideas for others if desired.

Using Categories gives you flexibility

Before starting to set up the weighting scheme, it's a good idea to make sure that all of your grade center items have a category associated with them. This will give you additional options when setting up the weighting. Click the "chevron" (double drop-down) for each item and select "Quick Column Information" to check whether there is a category. If not, then select "Edit Column Information" and add an appropriate category (you can also define your own in Manage --> Categories).

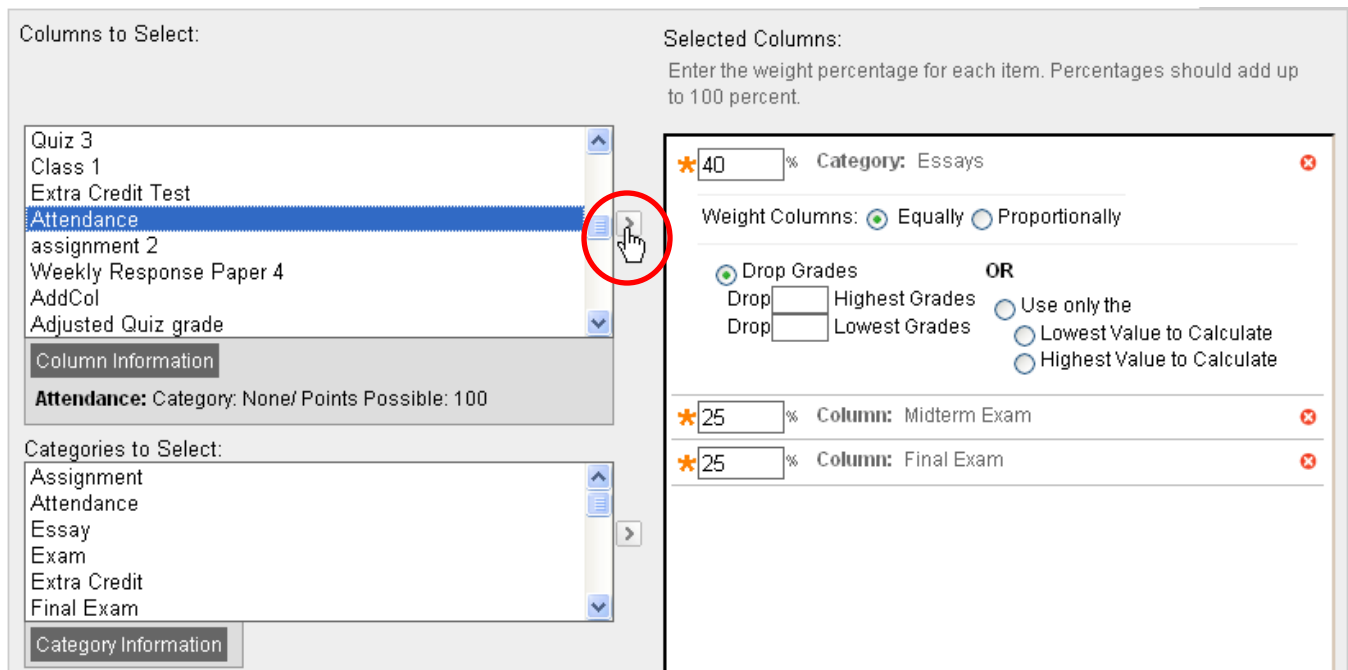


The screenshot shows a table with columns: Last Name, First Name, Midterm Exam, Credit Test, and Quiz 1. A context menu is open over the 'Midterm Exam' column, listing options: Quick Column Information, Edit Column Information, Column Statistics, Clear Cell Modified Icons, and Set as External Grade. A mouse cursor is pointing at 'Quick Column Information'.

	Last Name	First Name	Midterm Exam	Credit Test	Quiz 1
<input type="checkbox"/>	Student	Average	-		-
<input type="checkbox"/>	Student	Bogus	C		-
<input type="checkbox"/>	Student	Demo	B		30
<input type="checkbox"/>	Student	Non-Hamilton	-		-

Setting up your grade weighting scheme

You should have a column called "Weighted Total" in your grade center (if not, create one by clicking the "Create Calculated Column" button and selecting "Weighted Column"). Click the "chevron" for the Weighted Total column and then select "Edit Column Information." You will see an area which is unique to the weighted column and this is where you will set up your grade weighting scheme.



The screenshot shows the 'Edit Column Information' dialog box. On the left, under 'Columns to Select', 'Attendance' is selected. On the right, under 'Selected Columns', three items are listed: 'Essays' (40%), 'Midterm Exam' (25%), and 'Final Exam' (25%). The 'Essays' item is expanded to show weighting options: 'Weight Columns' (Equally selected), 'Drop Grades' (selected), and 'Use only the' (Lowest Value to Calculate selected).

Columns to Select:

- Quiz 3
- Class 1
- Extra Credit Test
- Attendance
- assignment 2
- Weekly Response Paper 4
- AddCol
- Adjusted Quiz grade

Categories to Select:

- Assignment
- Attendance
- Essay
- Exam
- Extra Credit
- Final Exam

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- * 40 % Category: Essays
- * 25 % Column: Midterm Exam
- * 25 % Column: Final Exam

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

You should be able to replicate the weighting scheme on your syllabus in this “Select Columns” area. As you can see, we can mix categories (quizzes, essays) in with individual columns (exams, attendance). You can also select calculated columns (total, average, min/max or weighted) which you have created to reflect specific grading needs (see below).

As long as each essay-like item has the category “Essay,” it doesn’t matter how many there are; Blackboard will calculate the grade for this category based on however many items are in the category and weight them equally (each one has the same number of points possible) or proportionally (each one has a different number of points possible). You can also choose to drop the X number of lowest (or highest!) grades or use only the lowest or highest value of the group.

A Few Other Considerations

Adding Columns to the Grade Center: Most of the time you will probably use the “Add Grade Column” option in the tool bar; this is the correct option for manually-entered grades (such as exams or essays). Certain types of assessments in Blackboard will create their own columns in the Grade Center for you. These are: tests and quizzes created through the Test or Survey Manager; Discussion Board forums or threads (if you pick the Graded option); and Assignment or SafeAssign content types.

What you can include: you can select either Columns or Categories for your final grade calculations. If you select a Category, make sure all the columns you wish to include have the same type of Category (Quiz, Exam, Essay, etc.). If a Category is selected, you will have additional options to drop the specified number of lowest grades (or other options as above). If all the columns in a Category have the same Points Possible, then you will want to weight them Equally; if they do not (e.g., one quiz is worth 10 points and one is worth 25 points), then you should select Proportionally.

Setting the Total Weight (Percentage): usually this will be 100%; however, you can have less than 100% (if not all your columns are in the Grade Center yet) or more than 100% (you are giving out extra credit). You will get a warning message, but you can then save the page.

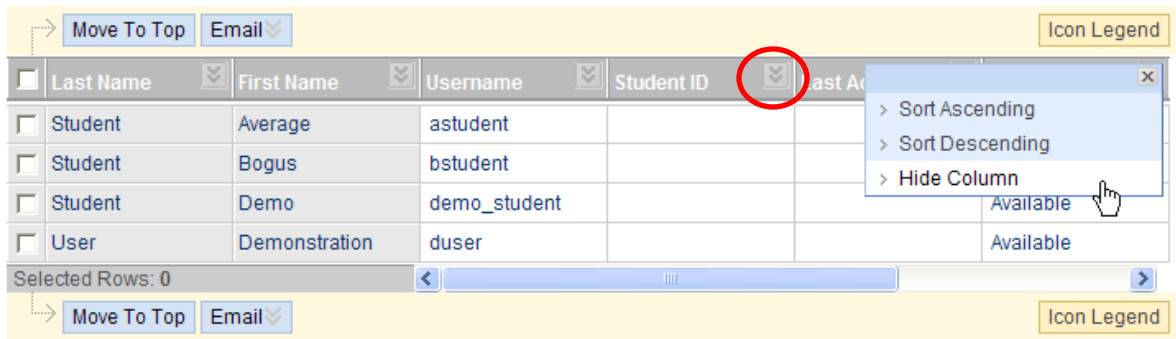
Weighted Total vs. Total: the two columns are created by default in every Blackboard space. The Total column shows the number of points attained out of the total possible. The Weighted Total shows the current total as determined by the weighting scheme set in the Edit Column Information page as above. If you set up a Weighted Total, then it does not matter how many total points there are possible in the course assignments; there could be 100 points total, or 450, or 2175 for all the assignments. The final grade will be calculated proportionately according to the weighting scheme.

Calculate as Running Total: the default option is “Yes,” which means that the grade is determined based on items graded, not on all items possible. This gives a more accurate sense of where a student is at any point in the semester.

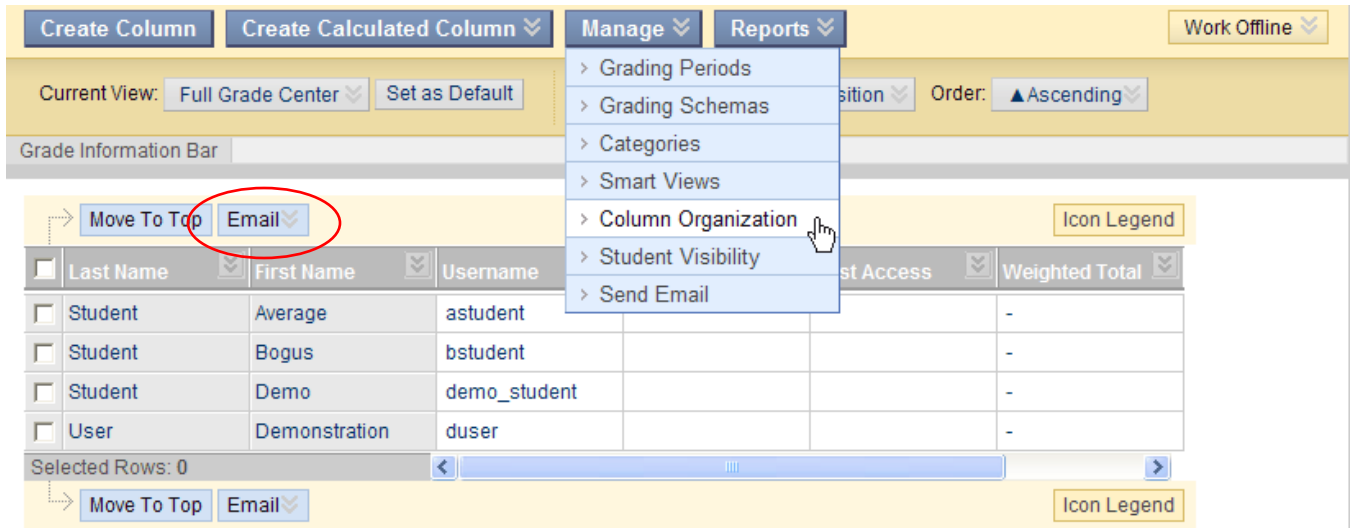
Adding your own Weighted Total Columns: You can add your own weighted total columns if that would be helpful in calculating or tracking grades. For example, a Participation grade might actually be comprised of 40% Discussion Board postings, 40% classroom participation, and 20% Attendance. You could create an additional “Weighted Total” column to set this part of the final grade. Make sure to have all the columns created first, with the appropriate categories assigned, and then create a calculated column and set the weights for these sub-grades, in the same type of window as above.

Blackboard Grade Center Time-Saving Tips


- 1) **Hide unnecessary columns.** This will give you more room in the Grade Center for the columns you are currently working on. Click the "chevron" next to the column title and select the option "Hide Column." **Note:** this does not hide the column from students; for that, you need to set the availability of the column in "Edit Column Information."



- 2) **Organize your Grade Center columns.** New columns are added on the right end of the Grade Center spreadsheet view. You can put the columns you are currently working with at the beginning of the view where you do not need to scroll to see them. Click the "Manage" tool button, then select the "Column Organization" option. **Note:** If you have hidden any columns, you will need to go to the "Column Organization" page to get them back.



You can rearrange the Grade Center columns by using the "drag and drop" feature. Hover the mouse over the four-pointed arrow at the left end of any row until the cursor changes to a matching four-pointed arrow, then click to hold and drag to the desired position. Click the "More Help" link to see more options on this page; click "Submit" when done.

	<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade	None	0
	<input type="checkbox"/> Midterm	Not in a Grading Period	No Category	None	Oct 19, 2009 100

- 3) **Shorten column title by adding a Grade Center Display name.** This is a handy option if you use long assignment names. The descriptive assignment name remains in the content area; you see a name not longer than 15 characters in the Grade Center. Click the "chevron" next to the column title and select "Edit Column Information."
- 4) **Display score and percent or letter grade for the same item.** Select a Secondary Display for the grade center column on the "Edit Column Information" page. This will translate between numerical and letter grades according to the Grade Center schema. This will show in the Grade Center only. **Note:** if you prefer grading with letter grades, you will need to select this as the Primary display.

* Column Name

Grade Center Display Name

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

- 5) **Enter grades directly into Grade Center cells.** Just click right in a cell, enter the grade and click the Enter key to save and move down to the next student.
- 6) **Use the navigation tools on the Grade Details page to jump from one student to the next or one assignment to the next without reloading the Grade Center page.** This will allow you to go directly from one student to the next while grading assignments without the extra step of reloading the Grade Center when you don't need to do so.

Grade Details

Grade Details shows the current grade, all the grade column information, as well as a record of all attempts and the Grade History. [More Help](#)

Jump to User: Jump to Column:

Current User: **Bogus Student (bstudent)** Current Column: **Final Exam (No Category)**

Click here for list of students

Click here for list of grade center items

Click these buttons to go to the next or previous students

Click these buttons to go to the next or previous columns

- 7) **Email students directly from the Grade Center.** Just check the boxes next to their names and click the "Email" button directly above the name columns.
- 8) **Add a Quick Comment to a student's grade.** Once a grade has been entered for a student, you should see the option "Quick Comment" in the menu that pops up when you click the "chevron" next to the individual student's grade. When you select this option, an entry box will pop up with two fields, one for feedback to the student and one for notes to yourself. This is faster for quick comments than selecting the "View Grade Details" option.

Copy Course Contents into a New Course

1. Copying a Course
2. Click Packages & Utilities in the Control Panel
3. Click Course Copy
4. Click Copy Course Materials into an Existing Course
5. Click Browse
6. Select the destination course
7. Select Options
8. Do not check Enrollments Submit
9. Once the confirmation email is received the new course will have the exact contents of the original course.