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Blackboard

Gradebook Guide

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Thanks to Lynnda L. Brown
Tulsa Community College Distance Learning Department

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contact the Technical Response Center:

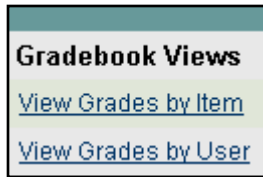
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Using the Gradebook Spreadsheet View

The Gradebook is accessed through the **Control Panel**.



The **Gradebook Views** link provides access to the *View Grades by Item* and *View Grades by User* options.



The **Gradebook** link will take you into the Spreadsheet view – the most common view.

- 1 – The toolbar is often your first click for working with the Gradebook features.
- 2 - Students show up whether or not Gradebook items have been added. Student Options can be accessed by clicking on a Student’s name.
- 3 - Gradebook Item Options can be accessed by clicking on an Assignment Name.

Gradebook View Spreadsheet

Toolbar: Add Item, Manage Items, Gradebook Settings, Weight Grades, Download Grades, Upload Grades

Sort Items by: Position | Filter Items by Category: All | Filter Users by Last Name: []

Name (Last, First)	Participation Other Pts Possible 56 Weight 0%	Fairy Tale Paper Assignment Pts Possible 35 Weight 40%	Morning Test Exam Pts Possible 20 Weight 15%	Afternoon Test Exam Pts Possible 30 Weight 15%	Vacation Spots Forum Grade Pts Possible 25 Weight 0%	E-Learning Paper Turnitin Assignment Pts Possible 50 Weight 0%	Running Total Pts Possible 216	Running Weighted Total
Benson, Belinda	!	35	18	:	:	:		97.27%
Goode, David	!	29	17	:	:	:	B-	83.44%
Lewis, Glenna	!	28	19	:	:	:	A+	84.09%

3 Users
Displaying records 1 - 3

Legend:

- In Progress
- No Information
- Needs Grading
- Grading Error
- Completed
- * Denotes an unavailable item

OK

Continued

Adding Gradebook Items

Blackboard automatically adds a Gradebook column when you use certain features:

- Trackable or TurnItIn Assignments
- Graded Discussion Threads or Forums
- Tests or Surveys

You can add any additional Gradebook columns desired.

1. In the Gradebook Spreadsheet View, click on the **Add Item** button on the toolbar.
2. Enter the Item Information in the first section.

The screenshot shows the 'Modify Gradebook Item' dialog box with the 'Item Information' section active. The fields are as follows:

- Item Name:** Practice Assign
- Category:** Assignment
- Description:** (Empty text area)
- Creation Date:** 4/17/07
- Due Date:** Apr 19 2007
- Points Possible:** 25
- Display As:** Score

Display options include:

- Complete/Incomplete
- Letter
- Percentage
- Text
- Score

3. In the second section, select the Item Options.

The screenshot shows the 'Options' section of the dialog box. It contains the following options:

- Make item visible to students:** Yes No
- Include item in gradebook score calculations:** Yes No

Below these options is a note: "Select the 'No' radio button for those gradebook items that should not be calculated in summary calculations. Useful for displaying mid-term, final or quarterly grades. Please note that if any weighting has been assigned to this item, this option will ignore that weighting."

The 'Submit' section at the bottom contains the instruction: "Click **Submit** to finish. Click **Cancel** to abort this process." and two buttons: **Cancel** and **Submit**.

4. Click **Submit**.

Continued

Managing Gradebook Items


In the Gradebook Spreadsheet View, click on the **Manage Item** button on the toolbar.

If you wish to reorder the items, use the **Order** dropdown on the left side.

If you wish to update the properties of an item, click **Modify**. You will see the screen from page 2 of this document.

If you wish to remove an item, click **Remove**. Note that Assignments and Tests must be removed from their content areas first. Removing such items will remove all student work, too!

Manage Items

 Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date		
1	Participation	Other	12/7/08	Modify	Remove
2	Fairy Tale Paper	Assignment	11/14/08	Modify	
3	Morning Test	Exam		Modify	
4	Afternoon Test	Exam		Modify	
5	Vacation Spots	Forum Grade		Modify	Remove
6	Extra Credit	Extra Credit		Modify	Remove
7	Tell Us About Your Summer	Forum Grade		Modify	Remove
8	E-Learning Paper	Turnitin Assignment		Modify	Remove

Using Gradebook Settings

In the Gradebook Spreadsheet View, click the **Gradebook Settings** button on the toolbar. You will see three types of settings to customize:

Gradebook Settings

- ▶ **Column Settings**
Change the way information is displayed in the Gradebook views.
- ▶ **Manage Gradebook Categories**
Manage categories for weighting and filtering Gradebook items.
- ▶ **Manage Display Options**
Add and modify grade display options and set their values.

Continued

Column Settings

Choose columns to display or hide in the Gradebook views

1 Spreadsheet Display Options

Choose spreadsheet display options for the Control Panel views (at least one must be selected):

- Name: Last, First (example: Public, John Q.)
- Name: First Last (example: John Q. Public)
- Username
- Student ID

2 My Grades Display Options

Choose spreadsheet display options for the My Grades tool:

- Display Average Score
- Display Comments

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

My Grades refers to the tool used by students to view their individual grades and feedback.


Manage Categories


[Add Category](#)

Category	Description
Assignment	
Attendance	
Discussion	Modify Remove
Essay	
Exam	
Extra Credit	
Final Exam	
Forum Grade	Modify Remove
Group Project	
Homework	
Journal	
Lab	
Midterm Exam	
Other	
Paper	
Presentation	
Problem Set	
Quiz	
Survey	
Turnitin Assignment	Modify Remove

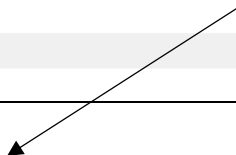
Categories are very helpful when weighting grades.


Continued

 **Manage Display Options**

 Add Display Option

Display Option
 Complete/Incomplete
 Letter [Copy](#) [Modify](#)
 Percentage
 Score
 Text



 **Add/Modify Grade Display Options**

1 Name

* Name

2 Add Symbols and Values

Gradebook Items that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below. In order to enter grades into the Gradebook manually using this display option, translations from each symbol into a numeric score must also be provided (on the right) for calculation purposes.

Automatically-graded items with a grade of Manually-graded items entered as

<input type="text" value="97"/> %	to	<input type="text" value="100"/> %	will display as	<input type="text" value="A+"/>	will be calculated as	<input type="text" value="98.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="94"/> %	to	<input type="text" value="97"/> %	will display as	<input type="text" value="A"/>	will be calculated as	<input type="text" value="95"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="90"/> %	to	<input type="text" value="94"/> %	will display as	<input type="text" value="A-"/>	will be calculated as	<input type="text" value="91.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="87"/> %	to	<input type="text" value="90"/> %	will display as	<input type="text" value="B+"/>	will be calculated as	<input type="text" value="88.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="84"/> %	to	<input type="text" value="87"/> %	will display as	<input type="text" value="B"/>	will be calculated as	<input type="text" value="85"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="80"/> %	to	<input type="text" value="84"/> %	will display as	<input type="text" value="B-"/>	will be calculated as	<input type="text" value="81.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="77"/> %	to	<input type="text" value="80"/> %	will display as	<input type="text" value="C+"/>	will be calculated as	<input type="text" value="78.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="74"/> %	to	<input type="text" value="77"/> %	will display as	<input type="text" value="C"/>	will be calculated as	<input type="text" value="75"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="70"/> %	to	<input type="text" value="74"/> %	will display as	<input type="text" value="C-"/>	will be calculated as	<input type="text" value="71.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="67"/> %	to	<input type="text" value="70"/> %	will display as	<input type="text" value="D+"/>	will be calculated as	<input type="text" value="68.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="64"/> %	to	<input type="text" value="67"/> %	will display as	<input type="text" value="D"/>	will be calculated as	<input type="text" value="65"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="60"/> %	to	<input type="text" value="64"/> %	will display as	<input type="text" value="D-"/>	will be calculated as	<input type="text" value="61.5"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>
<input type="text" value="0"/> %	to	<input type="text" value="60"/> %	will display as	<input type="text" value="F"/>	will be calculated as	<input type="text" value="55"/> %	<input type="button" value="Insert"/>	<input type="button" value="Remove"/>

To avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above. Thus, a range of 80 to 90 includes all grades **up to, but not including** 90. The highest range does, however, include 100%.

Continued


Calculating Grades

As items are included in the gradebook, they are usually included in the point total. By default, the letter grade or percentage is accurate at any given time because it gives a “running total” of all student grades that have been entered. Blackboard lets you choose whether you want to assign grades with straight points or percentages OR to weight grades.

Running Total	Running Weighted Total
Pts Possible 140	
89	Not Applicable
94	Not Applicable
72	Not Applicable

Straight Grading

1. Click the linked title in the **Running Total** column.
2. Choose **Modify Gradebook Item**.
3. Choose the desired display option.

 **Modify Gradebook Item**

1 Item Information

Item Name Running Total

Description The unweighted sum of all grades for a user, exempting items that have not been graded.

Exempt items that have not been graded Yes No
(Exempting items that have not been graded will make this a running total.)

Display As Score

2 Options

Select **No** to make this Gradebook item unavailable in My Grades.

Make item available to users. Yes No

Display options include:

- Complete/Incomplete
- Letter
- Percentage
- Text
- Score

Weighted Grading

When you weight grades, you are able to change the importance of some items in determining a student’s grade.

Sample of How a Grade May Be Determined

Weekly Assignments	25%
Participation in Discussions	25%
Course Project	30%
Final Exam	20%

Continued

1. In the Gradebook Spreadsheet View, click the **Weight Grades** button on the toolbar.
2. Choose either **Weight by Category** or **Weight by Item**, making sure your total percentages reach 100%.
3. Click **Submit**.

📖 Weight Grades

These values are used in calculating the Weighted Total column in the Gradebook. When weighting by category, the category weight is divided equally among all items in that category. If an item has been excluded from calculations, it will not be included in the Weighted Total for Weight by Item or Weight by Category. If Running Weighted Total is used, then items which need Grading or have not yet been attempted will not be included in calculations.

1 Weighting

Choose either category or item.

Weight by Category

Assignment	40	%
Attendance	10	%
Discussion	0	%
Essay	0	%
Exam	30	%
Extra Credit	0	%
Final Exam	20	%
Forum Grade	0	%
Group Project	0	%
Homework	0	%
Journal	0	%
Lab	0	%
Midterm Exam	0	%
Other	0	%
Paper	0	%
Presentation	0	%
Problem Set	0	%
Quiz	0	%
Survey	0	%
Turnitin Assignment	0	%

Weight by Item

Attendance	10	%
Fairy Tale Paper	40	%
Morning Test	15	%
Afternoon Test	15	%
Vacation Spots	0	%
Extra Credit	0	%
Tell Us About Your Summer	0	%
E-Learning Paper	0	%

Usually, choosing Weight by Category is best.

Notice in the example that Blackboard automatically parses out the percentages for all items within a category. In this case, exams are worth a total of 30%. We have two tests, so they are worth 15% each.

Continued

Assigning Grades

You may either assign grades individually or all at once, depending on your preference and somewhat on the nature of the item being graded.

Gradebook View Spreadsheet

Sort Items by Filter Items by Category

Name (Last, First)	Participation Other Pts Possible 56 Weight 0%	Fairy Tale Paper Assignment Pts Possible 35 Weight 40%	Morning Test Exam Pts Possible 20 Weight 15%	Afternoon Test Exam Pts Possible 30 Weight 15%
Benson, Belinda	-	35	18	!
Goode, David	-	29	17	!
Lewis, Glenna	-	28	19	!

3 Users
Displaying records 1 - 3

- In Progress
- No Information
- ! Needs Grading
- ? Grading Error
- ✓ Completed
- * Denotes a non-visible item

If you hover over a given cell in the Gradebook, the name of the student in that row will pop up.

Grading Manually Created Items

Grading By Individual

1. In the Gradebook Spreadsheet View, click the **dash** in the appropriate column for a given student.
2. Enter a grade in the Manual Grade field.
3. Click **Submit**.

Modify Grade

To override the Manual Grade, use the **Override Manual Grade** field. To revert to using the Manual Grade, delete the Override and click **Submit**.

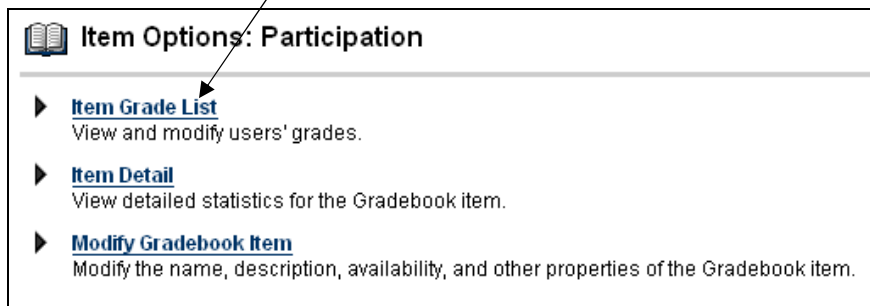
User Name Belinda Benson (bbenson)
Item Name Participation (Other)
Due Date Dec 7, 2008
Average Score for All Users 0
Points Possible 56
Weight 0
Override Manual Grade

Creation Date	Last Submitted/Modified Date	Status	Manual Grade		
Aug 12, 2008 1:13:15 PM	Nov 11, 2008 4:57:48 PM	Needs Grading	<input type="text"/>	<input type="button" value="Clear Attempt"/>	<input type="button" value="Modify Comments"/>

Continued

Grading By Class

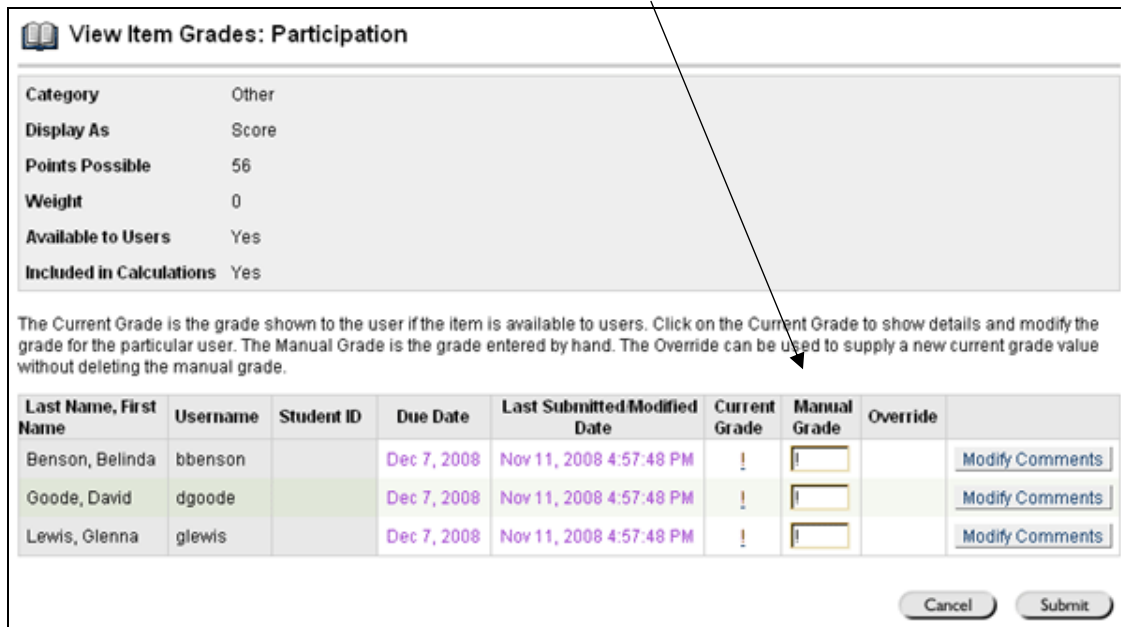
1. Click the **linked title** of the item in the desired column.
2. Click **Item Grade List**.



Item Options: Participation

- ▶ **Item Grade List**
View and modify users' grades.
- ▶ **Item Detail**
View detailed statistics for the Gradebook item.
- ▶ **Modify Gradebook Item**
Modify the name, description, availability, and other properties of the Gradebook item.

3. Enter the grade for each student in the Manual Grade column.



View Item Grades: Participation

Category: Other
Display As: Score
Points Possible: 56
Weight: 0
Available to Users: Yes
Included in Calculations: Yes

The Current Grade is the grade shown to the user if the item is available to users. Click on the Current Grade to show details and modify the grade for the particular user. The Manual Grade is the grade entered by hand. The Override can be used to supply a new current grade value without deleting the manual grade.

Last Name, First Name	Username	Student ID	Due Date	Last Submitted/Modified Date	Current Grade	Manual Grade	Override	
Benson, Belinda	bbenson		Dec 7, 2008	Nov 11, 2008 4:57:48 PM	!	<input type="text"/>		Modify Comments
Goode, David	dgoode		Dec 7, 2008	Nov 11, 2008 4:57:48 PM	!	<input type="text"/>		Modify Comments
Lewis, Glenna	glewis		Dec 7, 2008	Nov 11, 2008 4:57:48 PM	!	<input type="text"/>		Modify Comments

Cancel Submit

4. Click **Submit**.

Downloading and Grading Trackable Assignments

When you add an Assignment in Blackboard using the dropdown box in a Content Area, Blackboard automatically creates a Gradebook column for it.

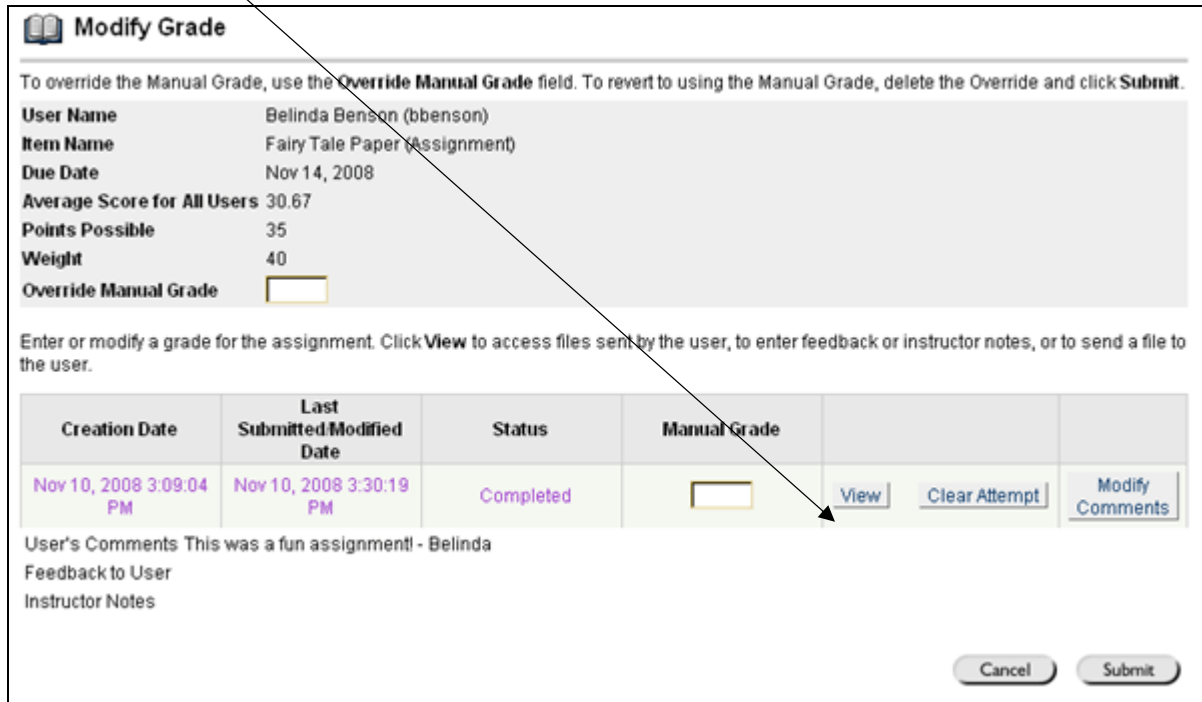
The Assignment feature is designed for students to submit written assignments, so the accompanying Gradebook item not only holds the student's grade, but also the student's submitted document and any comments the student made on the assignment. It can also hold a document you wish to return as feedback to the student, your comments to the student, and comments for yourself.

When retrieving students' uploaded documents, you can either download them individually or all at once.

Continued

Retrieving Assignments Individually

1. In the Gradebook Spreadsheet View, click on the **exclamation point** in the appropriate column for a given student.
2. Click **View**.



Modify Grade

To override the Manual Grade, use the **Override Manual Grade** field. To revert to using the Manual Grade, delete the Override and click **Submit**.

User Name Belinda Benson (bbenson)
Item Name Fairy Tale Paper (Assignment)
Due Date Nov 14, 2008
Average Score for All Users 30.67
Points Possible 35
Weight 40
Override Manual Grade

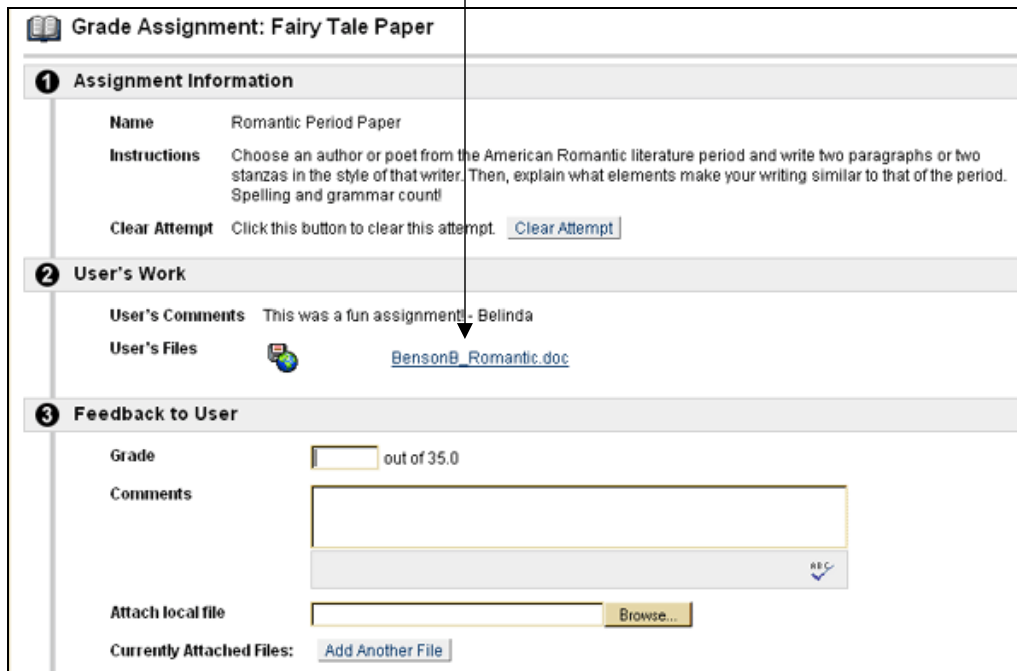
Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Creation Date	Last Submitted Modified Date	Status	Manual Grade		
Nov 10, 2008 3:09:04 PM	Nov 10, 2008 3:30:19 PM	Completed	<input type="text"/>	View	Clear Attempt Modify Comments

User's Comments This was a fun assignment! - Belinda
Feedback to User
Instructor Notes

[Cancel](#) [Submit](#)

3. Right-click the **link to the uploaded assignment** document and save to your computer.




Grade Assignment: Fairy Tale Paper

1 Assignment Information

Name Romantic Period Paper
Instructions Choose an author or poet from the American Romantic literature period and write two paragraphs or two stanzas in the style of that writer. Then, explain what elements make your writing similar to that of the period. Spelling and grammar count!
Clear Attempt Click this button to clear this attempt. [Clear Attempt](#)

2 User's Work

User's Comments This was a fun assignment! - Belinda
User's Files  [BensonB_Romantic.doc](#)

3 Feedback to User


Grade out of 35.0
Comments
Attach local file [Browse...](#)
Currently Attached Files: [Add Another File](#)

Continued

4. Assign a grade.
5. If desired, enter comments and attach a file with your feedback, such as a Microsoft Word document where you have tracked changes and added comments on what your student wrote.
6. If desired, enter comments for yourself in the Instructor Notes area.
7. Click **Submit, OK, Submit, OK.**


Retrieving All Assignments at Once

1. In the Gradebook Spreadsheet View, click the linked title of the appropriate Assignment.
2. Click the **Item Download** link.

 **Item Options: Article Review**

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Item Download](#)
Download files submitted by users for this item.
- ▶ [Item File Cleanup](#)
Remove files submitted by users for this item.

3. Check the assignments you wish to download (usually, Select All).

 **Download Assignment: Article Review**

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

	Name	Date	Grade
<input type="checkbox"/>	Lewis, Glenna	Monday, July 7, 2008 3:51:02 PM MDT	Needs Grading
<input type="checkbox"/>	Benson, Belinda	Monday, July 7, 2008 3:52:25 PM MDT	Needs Grading
<input type="checkbox"/>	Goode, David	Monday, July 7, 2008 3:49:45 PM MDT	Needs Grading

4. Click **Submit.**
5. Click the **Download Assignments Now** link.
6. When presented with a decision to either Open or Save the file, choose **Save** and click **OK.**

Note: Blackboard packages the files in a compressed format called a “zip” file. This file is automatically named the same as the Assignment. When you “unzip” it using archiving software such as PowerArchiver, you will see .txt files along with the student assignments. These .txt files are the student comments and will open in a program such as Notepad. Documents ending in .docx are MS Word 2007 documents; you must have Word 2007 or a converter to open them. If any students have named their files using a pound symbol (#), you may have trouble opening the assignments.

Once you have downloaded and read the papers, you may assign grades as shown above.


Continued

Grading Tests

When you add a test or survey using Blackboard's assessment feature, Blackboard automatically creates a Gradebook column for it. Again, you can either retrieve test information by individual or in aggregate.

Retrieving Individual Test Information

1. In the Gradebook Spreadsheet View, click the **score or exclamation point** in the appropriate column for a given student. (If a test only has objective questions, you will see a score; if it contains any subjective questions, you will see an exclamation point.)
2. Click **View** to see the student's individual responses to the test questions.

 **Modify Grade**

If multiple attempts are permitted for this item, each attempt will be listed below. The grade for each attempt will be presented in the **Calculated Grade** fields. If a ! appears instead of a grade, manual grading is needed. The Calculated Grade is based on the **Grading Option** for this item. To override the grading option, use the **Override Calculated Grade** field. To revert to using the Calculated Grade, delete the Override and click **Submit**. Use the clearing options below to clear attempts. Clearing an attempt will remove it permanently.

User Name Jane Doe (janedoe)
Item Name Evening Test (Exam)
Due Date None
Average Score for All Users 10
Points Possible 20
Weight 0

Clear attempts

Grading Option Grade of last attempt

Override Calculated Grade


Creation Date	Last Submitted/Modified Date	Status	Calculated Grade			
Apr 25, 2007 6:52:55 PM	Apr 25, 2007 6:53:07 PM	Completed	10.0	<input type="button" value="View"/>	<input type="button" value="Clear Attempt"/>	<input type="button" value="Modify Comments"/>
Apr 25, 2007 6:53:45 PM	Apr 25, 2007 6:53:56 PM	Completed	20.0	<input type="button" value="View"/>	<input type="button" value="Clear Attempt"/>	<input type="button" value="Modify Comments"/>

Grading options for tests set up for multiple attempts include:

- Grade of Last Attempt (default)
- Grade of First Attempt
- Highest Grade
- Lowest Grade
- Average of Grades

If the student gets "locked out" of the test, the **Clear Attempt** button will allow the student to retake the test.


Continued

 **Grade Assessment Evening Test**

Name	Evening Test
User	Jane Doe
Status	Completed
Score	20 out of 20 points
Instructions	Click Submit when done.
Clear Attempt	Click Clear Attempt to clear this user's attempt. Clear Attempt
Comments	Modify Comments

Question 1 Multiple Choice

Most NNU offices close at what time?

 **Given Answer:** ✓ 5 p.m.

Correct Answer: ✓ 5 p.m.


You can set up tests to give partial credit and/or extra credit. You can also choose to give individualized feedback for each test answer.

If you wish, you may click **Modify Comments** on this screen or on the previous screen to give general feedback to a student.

3. Enter points for any subjective questions, then click **Submit**.

Retrieving Aggregate Test Information

1. In the Gradebook Spreadsheet View, click the **linked title** in the appropriate column for a given test.
2. Click **Assessment Attempt Details** for percentages of how students answered.

 **Item Options: Afternoon Test**

- ▶ [Item Grade List](#)
View and modify users' grades.
- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Modify Gradebook Item](#)
Modify the name, description, availability, and other properties of the Gradebook item.
- ▶ [Assessment Attempt Details](#)
View attempt statistics for this item.
- ▶ [Download Results](#)
Download test/survey results.

Continued

Assessment Statistics: Afternoon Test

The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Lowest Score, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included in the statistics.

Name	Afternoon Test
Average Score	0
Attempts	3 (Total of 3 attempts for this assessment)
Graded Attempts	0
Attempts Needing Grading	3
Instructions	Choose the best answer.

Question 1 Multiple Choice Average Score 6.67 points

What time do most NNU offices close in the afternoon?

Correct	Answers	Percent Answered
	4 p.m.	33.333%
	3 p.m.	0%
✓	5 p.m.	66.667%
	6 p.m.	0%
	<i>Unanswered</i>	0%

If desired, click **Download Results** on the Item Options menu to save the results into an MS Excel spreadsheet.

Using the Gradebook with MS Excel

You can download the Gradebook to Microsoft Excel for offline work on your computer, then upload it back to Blackboard.

Exporting the Gradebook to Excel

1. In the Gradebook Spreadsheet View, click **Download Grades**.
2. Select either the **Comma** or **Tab** delimiter type (usually, Tab is best).

Download Gradebook

1 Select Delimiter

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

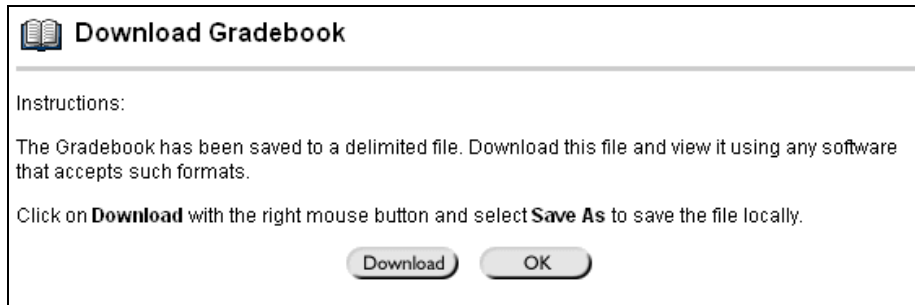
Select the delimiter type for the downloaded file

Delimiter Type: Comma Tab

3. Click **Submit**.

Continued

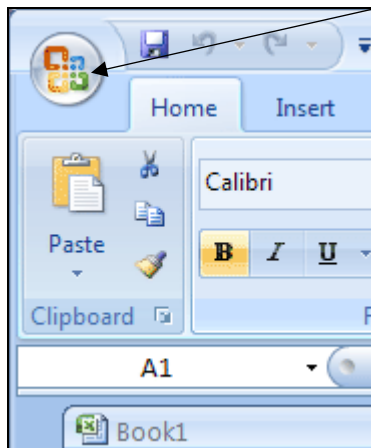
4. Right-click Download.



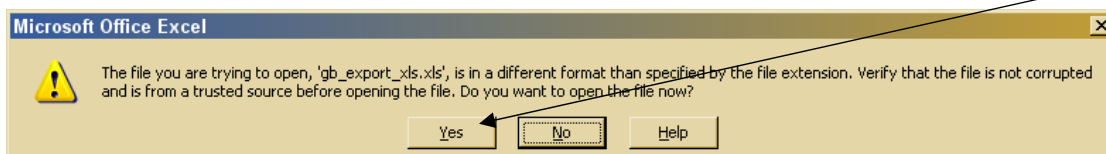
5. If using Firefox, choose **Save Link As**. If using Internet Explorer, choose **Save Target As**.
6. In the Save As dialogue box, choose where you want to save the file (such as in your NNU network N: drive or on a USB drive), and name the file appropriately.
7. Click **Save**.

Opening the Gradebook in Excel

1. On your computer, open the Microsoft Excel program (On a PC, go to **Start > All Programs > Microsoft Excel**).
2. In Excel 2007, click the **Office button > Open**. In Excel XP, click **File > Open**.

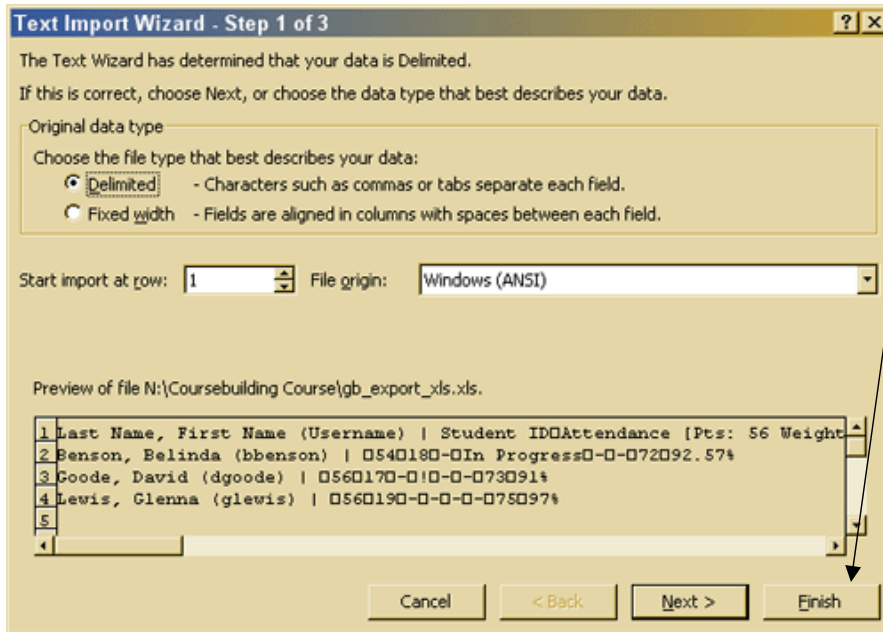


3. Browse among your files to find the file you just saved.
4. Double-click the file to open it.
5. If you saved the file as a tab-delimited file, you will likely see this message. Click **Yes**.



Continued

On the Text Import Wizard screen, stay with the default choices and just click **Finish**.




Uploading the Gradebook from Excel

1. In Microsoft Excel, make your changes as desired (such as adding new columns of data), then save the file as a Comma Separated File.
2. In the Gradebook Spreadsheet View, click **Upload Grades**.
3. Browse among your files to find the file you just saved.
4. Click **Submit**.

Continued

5. Select the desired column to upload and the desired destination column, or choose a new column. Note that you can only upload one column of data at a time.

 **Choose Column to Upload**

1 Choose Uploaded Item

Select the column to upload from a file.

- Extra Credit
- Attendance
- Morning Test
- Afternoon Test
- Article Review
- Fairy Tale Paper
- Vacation Spots
- Running Total
- Running Weighted Total

2 Choose Existing Item

Select the destination column for the uploaded data, or select Create New Gradebook Item for the data to appear as a new Gradebook item.


- Attendance
- Morning Test
- Afternoon Test
- Article Review
- Fairy Tale Paper
- Vacation Spots
- Create New Gradebook Item

6. Click **Submit**.
7. Make any adjustments necessary on the Modify Gradebook Item page, then click **Submit**.
8. Click **Select All** to choose all students in your course, then click **Submit**.

If desired, you can click Manage Items to reorder the Gradebook items.

Guiding Students to View Their Grades

Direct students to the Toolbox under the course menu, where they will click **Tools > My Grades**. Students can click linked scores for further information and individualized feedback.

 **View Grades**

Your grades for this Course

Item Name	Due Date	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Average Score	Weight	
Participation		Apr 14, 2007 9:53 AM	10	10	10	0%	
Practice Assign	Apr 19, 2007	Apr 25, 2007 7:44 PM	23	25	23	0%	View Comments
Morning Test		Apr 25, 2007 6:26 PM	✓	20	20	0%	
Afternoon Test		Apr 30, 2007 10:23 PM	20	10	20	0%	View Comments
Evening Test		Apr 30, 2007 9:23 PM	15	20	15	0%	
Graded Forum		May 7, 2007 8:04 PM	11	15	11	0%	