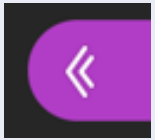
Blackboard

Setting Up Your Gradebook

Blackboard Learn - Original Course Experience

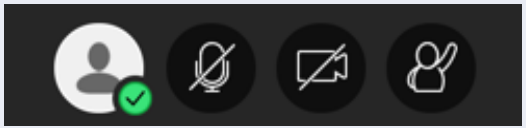
Welcome to Blackboard Collaborate! We will begin the session shortly.

- Closed Captioning is enabled for this webinar.
- Click “Yes” when prompted to use them at the top of your screen.



- Open Menu for more settings (Purple Button)

- Click on the Purple Button to Open the Collaborate Panel for
- Chat, My Settings (Gear Icon) to adjust Notifications.

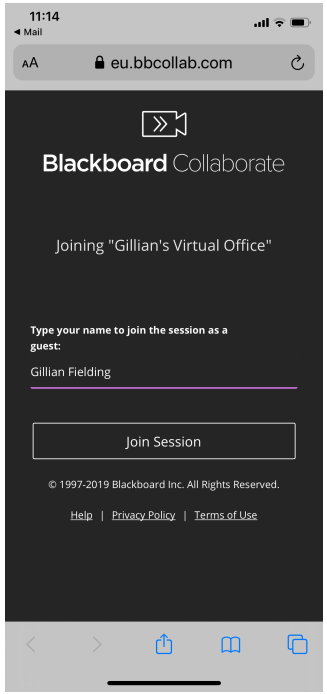


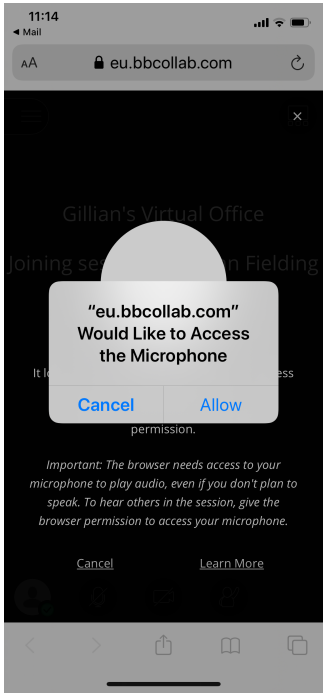
- Click your silhouette to add a picture.
- Click the check mark to indicate your status.
- Click on the mic and camera icon to turn on audio or video. (If permitted)
- Click on the person icon to raise your hand.

If you can’t hear us…

You can join from a mobile device (phone/tablet)

1. On your device, click the Collaborate link
2. Choose to use a browser
3. Follow the onscreen instructions
4. Plug in headphones





From Quick Transition to Exemplary Instruction

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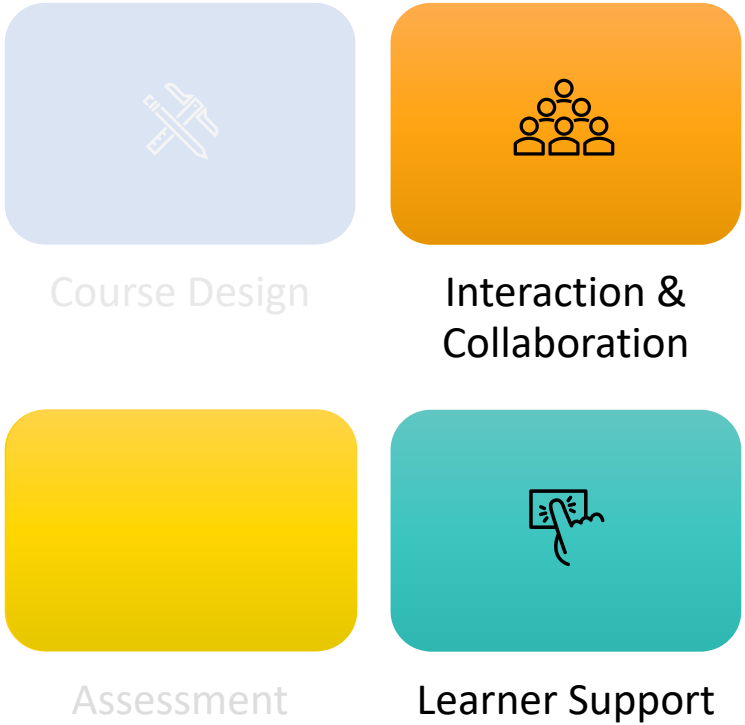


Setting Up Your Gradebook

Session Goals

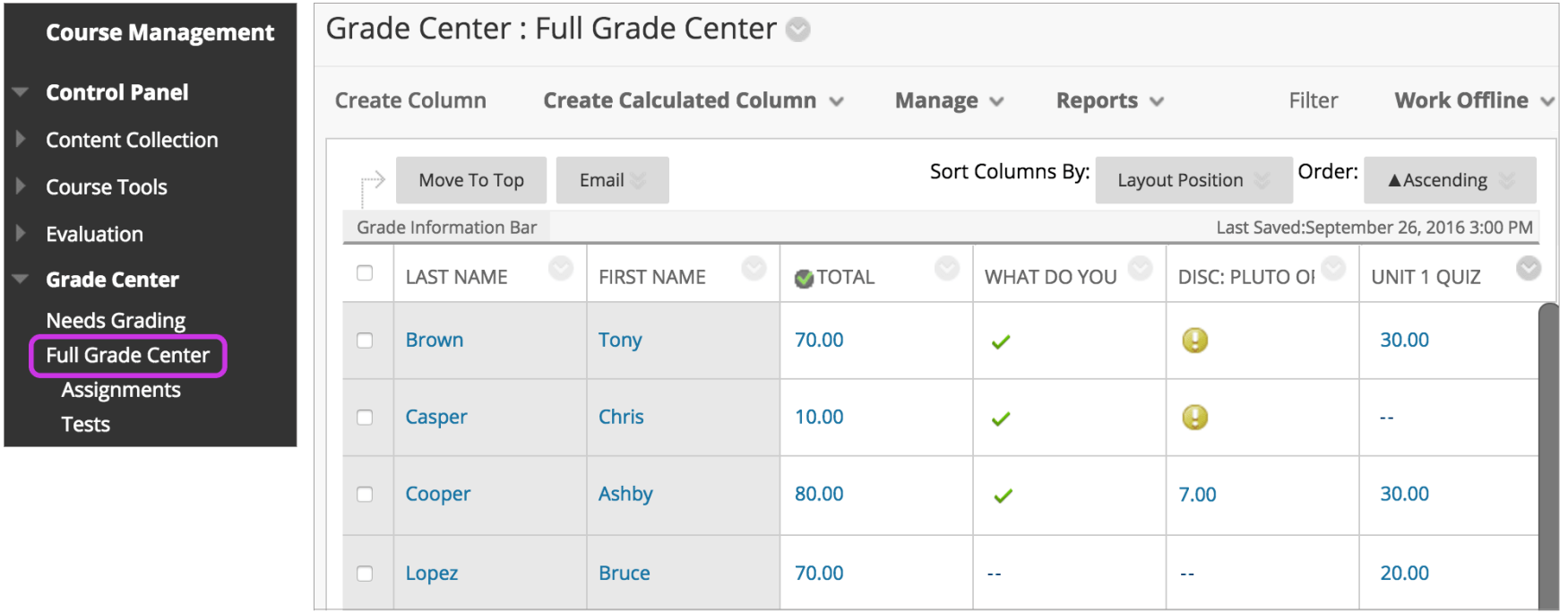
- Grade Center Overview Gradebook
- Organize Grades

  By leveraging *Categories*
- Calculate Grades

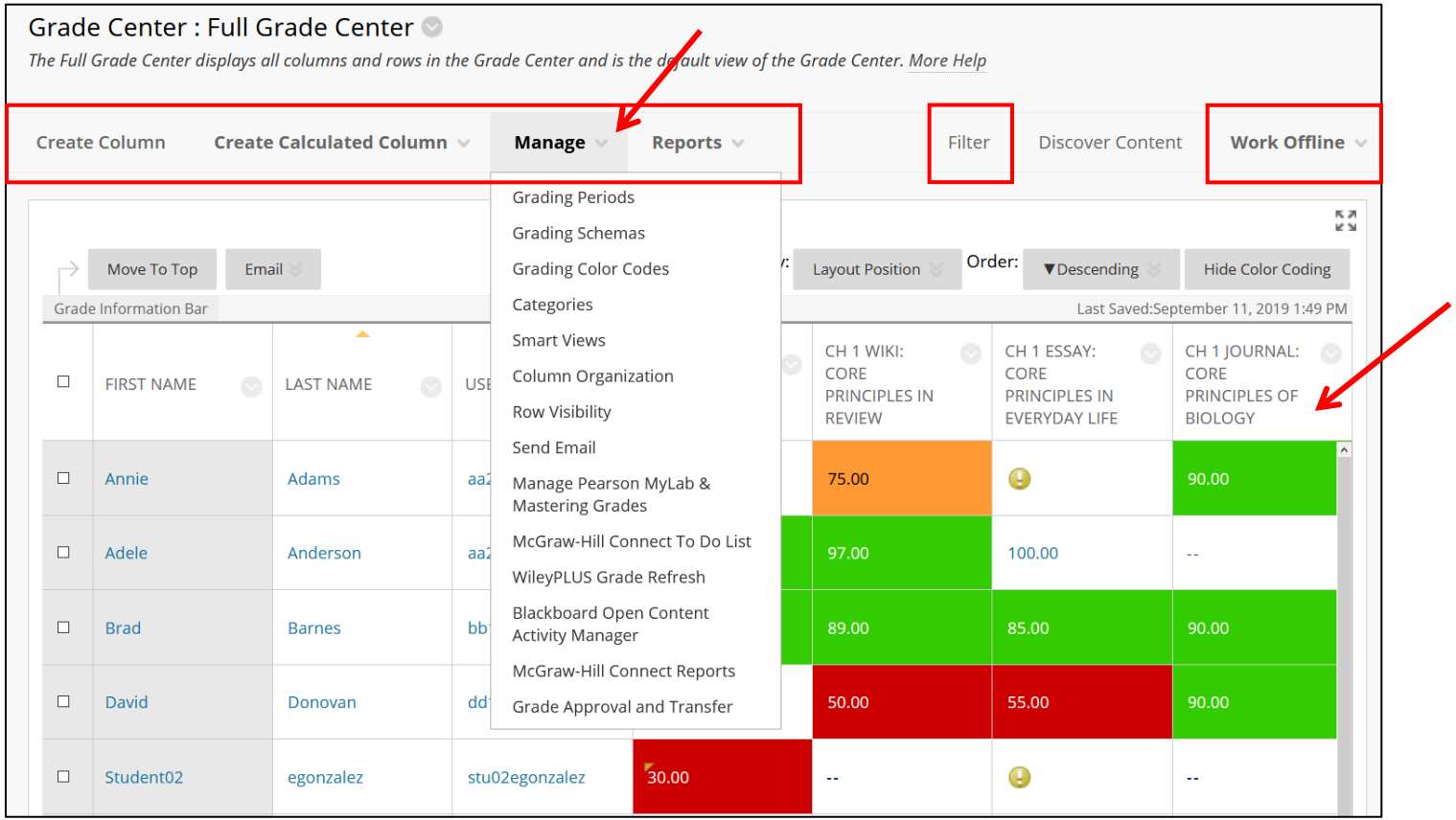
  Through the different *Column Types*
- Enhance Your Grade Center

  By customizing *smart views* and *color codes*

What Is The Blackboard Grade Center (Gradebook)



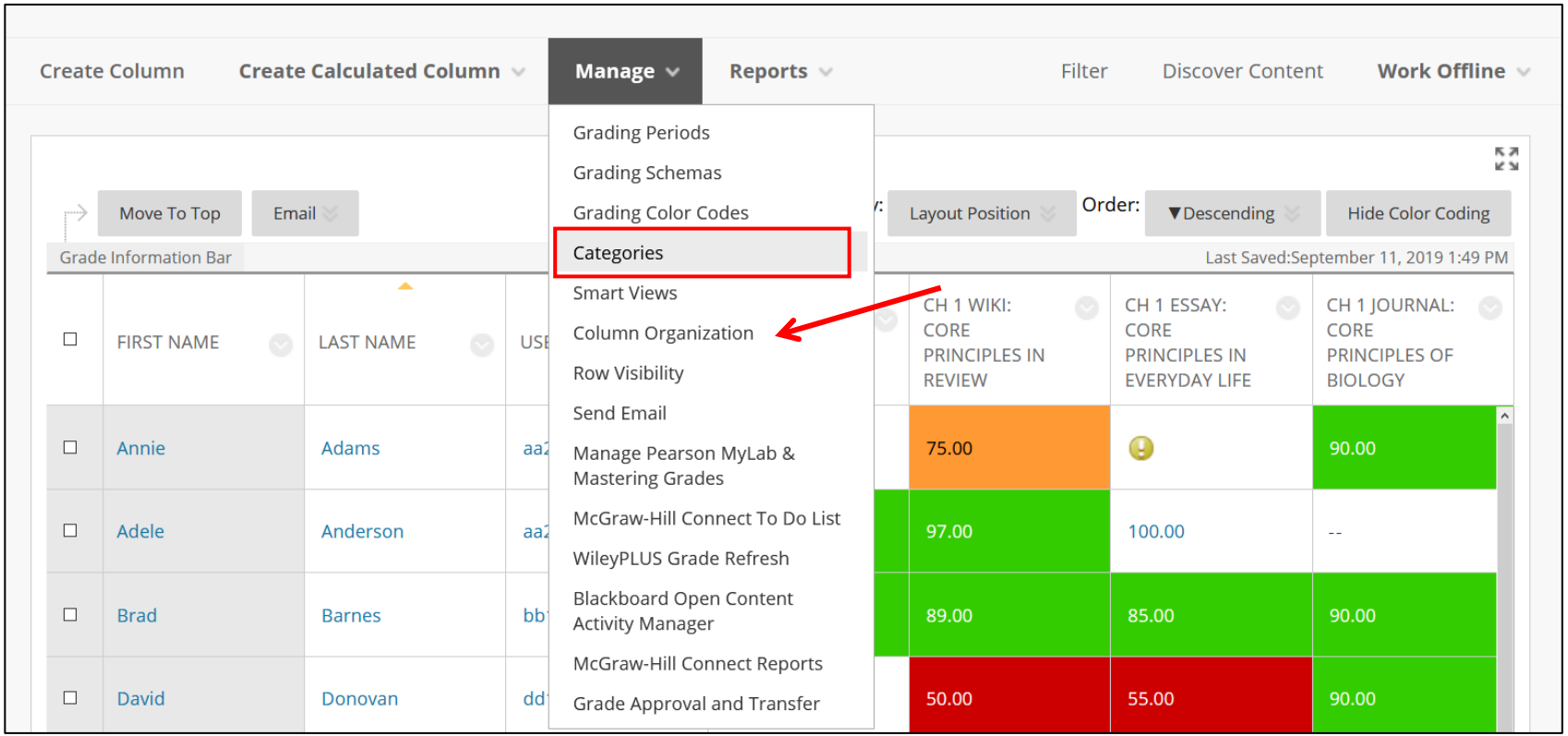
Full Grade Center Interface



CATEGORIES

POWER FEATURE #1

Grade Center Categories: Create, Manage & Associate Categories



Written instructions for Creating a Category

- In the Grade Center, point to *Manage* on the action bar to access the drop-down list.
- Select *Categories*.
- On the *Categories* page, click *Create Category* on the action bar.
- On the *Create Category* page, type the category *Name* and an optional *Description*. The description can help differentiate categories and explain a category's purpose.
- Click *Submit*.
- https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Grade_Categories#create-categories_OTP-1

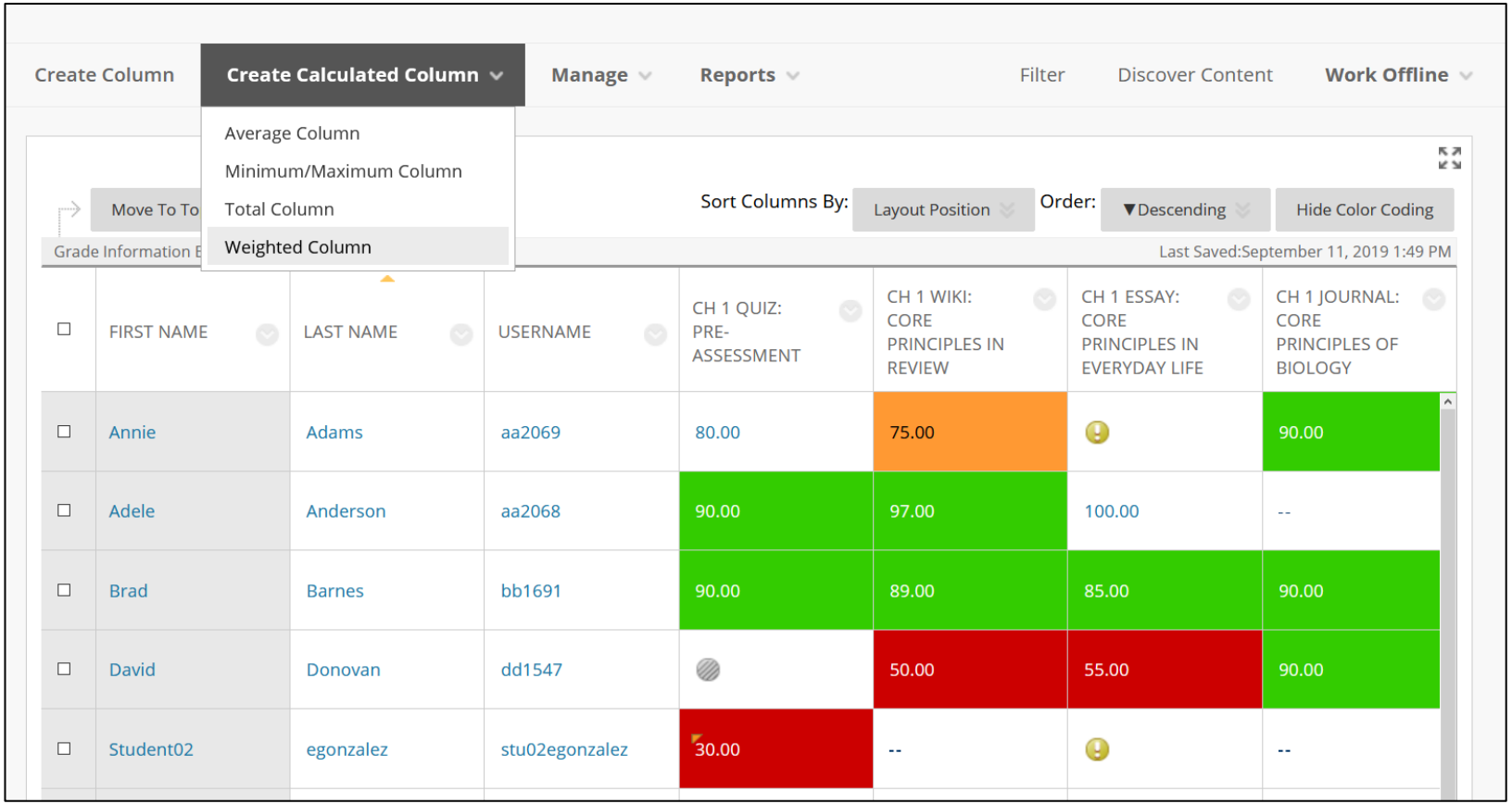
Associate columns with a category - Instructions

- In the Grade Center, point to *Manage* on the action bar to access the drop-down list.
- Select *Column Organization*.
- On the *Column Organization* page, view each column's association in the *Category* column. To sort a column, access the column's contextual menu and set an ascending or descending order.
- To move a column to a category, a different category, or no category, select its check box. For example, you can move a column from the Discussions category to a category named Extra Credit. Select multiple check boxes to move multiple columns to a category in one action.
- On the action bar, point to the *Change Category to…* drop-down list and make a selection.
- Click *Submit*. If you try to navigate away from this page without clicking *Submit*, a pop-up window warns you to save the changes.

WEIGHTED COLUMNS

POWER FEATURE #2

Weighted Columns

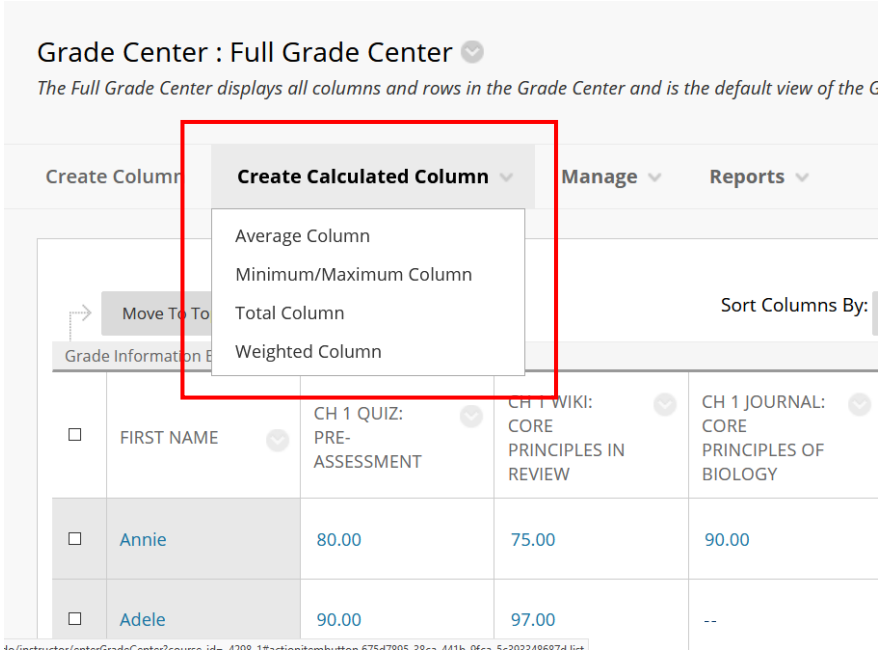


Other Calculated Columns

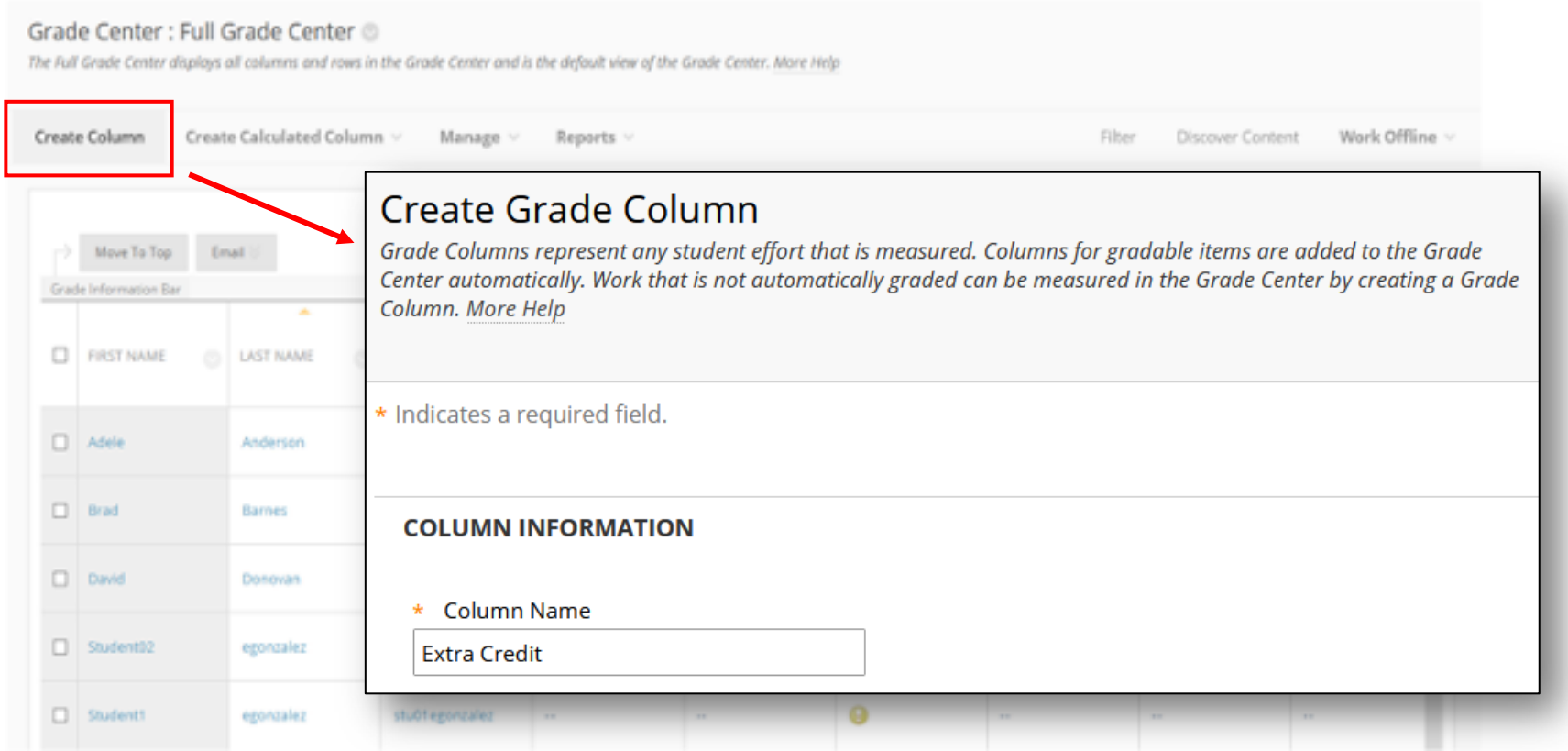
Running Total Column - calculates the total points for a number of Columns related to the total number of points allowed

Average Column displays the average for a selected number of columns

Minimum/maximum column displays either the minimum or maximum grade for a selection of columns



Extra Credit



Create Extra Credit Columns

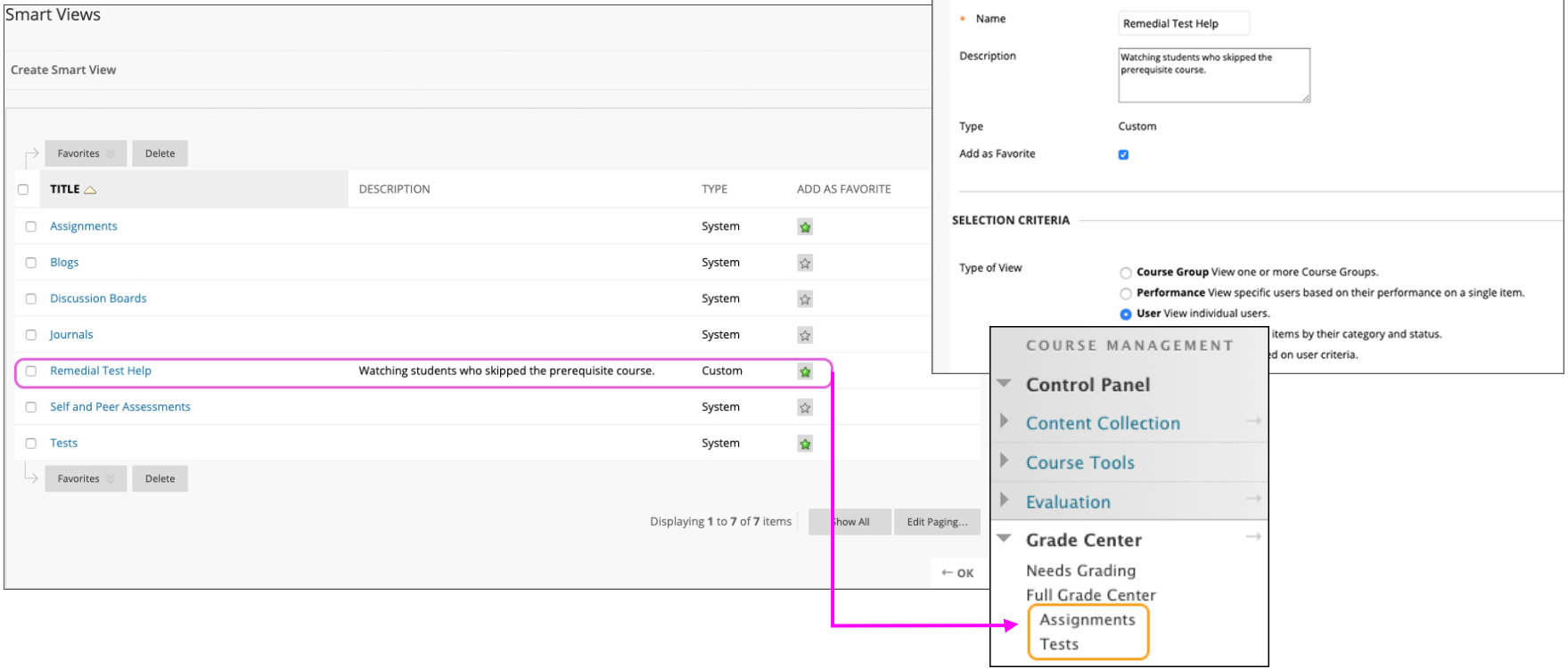
- In the Grade Center, select *Create Column*.
- On the *Create Grade Column* page, provide the appropriate information.
- Select *Score* from the *Primary Display* menu.
- Select *Percentage* from the *Secondary Display* menu.
- For *Points Possible*, type 0.
- Select *Yes* for *Include this Column in Grade Center Calculations*.
- Select *Submit*.

https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Extra_Credit

SMART VIEWS

POWER FEATURE #5

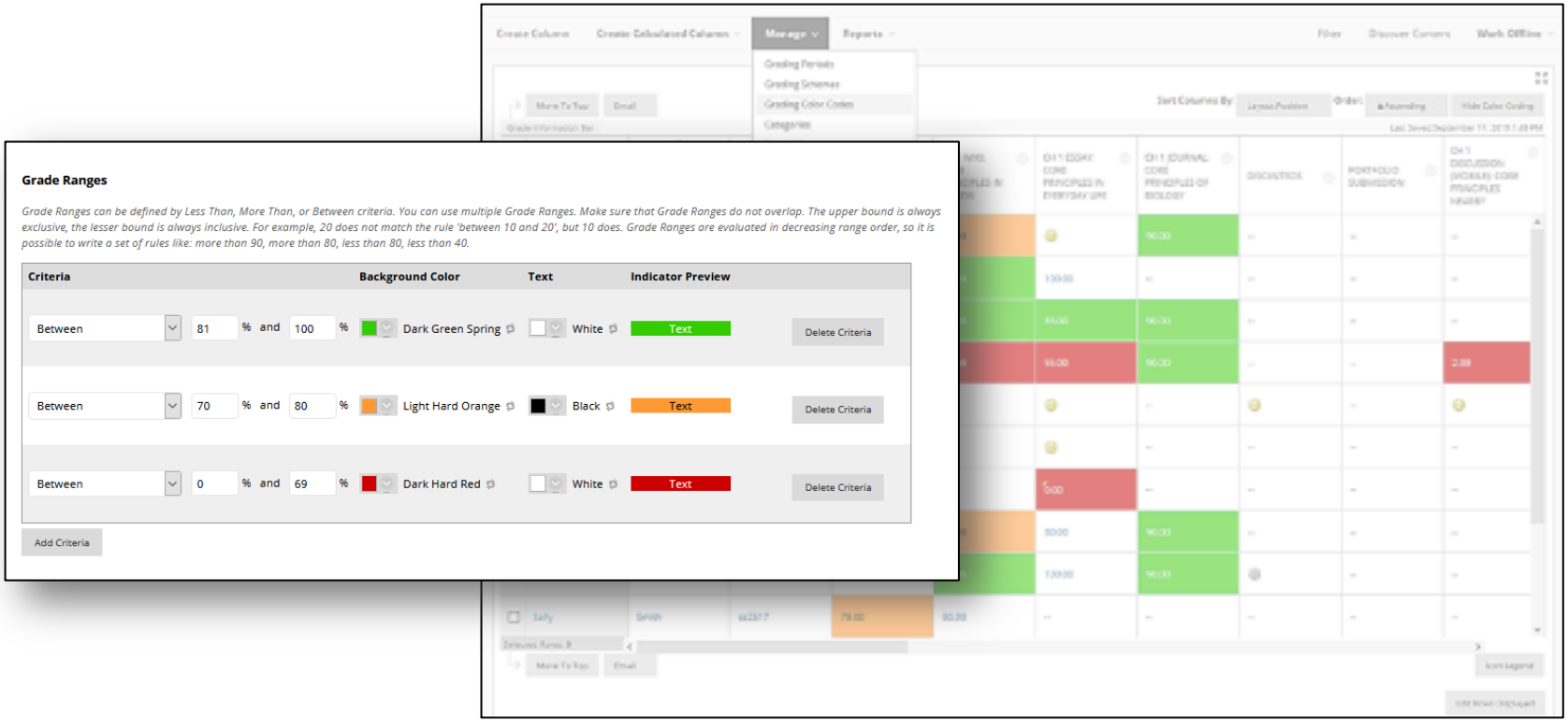
Grade Center Smart Views



COLOR CODES

POWER FEATURE #6

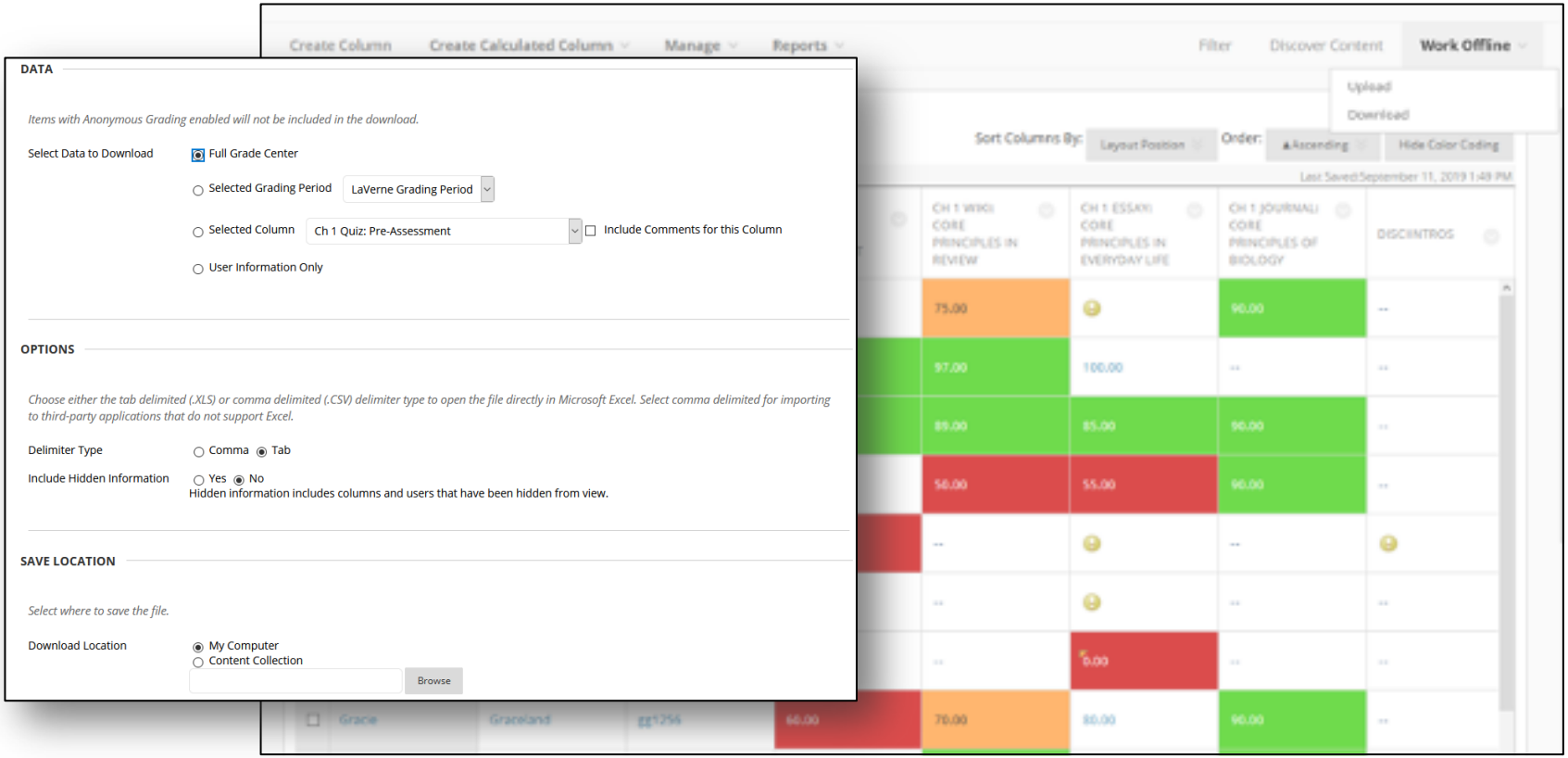
Grading Color Codes



WORK OFFLINE

POWER FEATURE

Work Offline with the Grade Center



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