

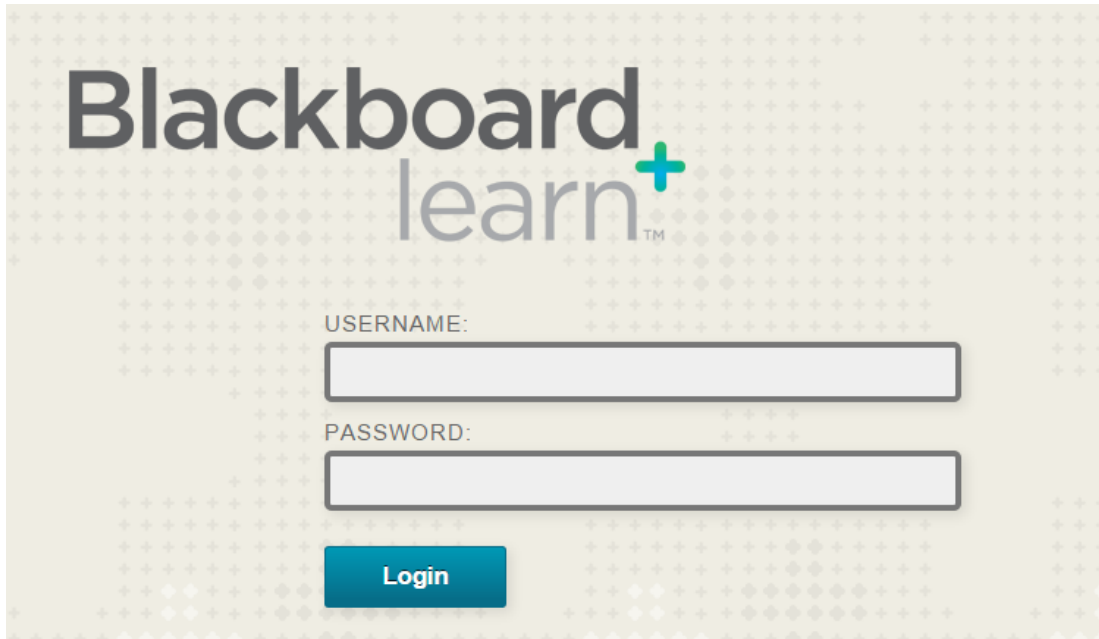
## **Blackboard Learn: Basics**

This document includes the following topics:

|                                                                    |         |
|--------------------------------------------------------------------|---------|
| 1. Log in                                                          | Page 2  |
| 2. Find Your Courses                                               | Page 2  |
| 3. View Course Content                                             | Page 3  |
| 4. Add a Folder                                                    | Page 3  |
| 5. Add a File                                                      | Page 5  |
| 6. Add a Weblink                                                   | Page 7  |
| 7. Create an Assignment (Drop Box in Angel)                        | Page 10 |
| 8. Inline Grading                                                  | Page 13 |
| 9. Set Up the Grade Center                                         | Page 15 |
| a. View Full Grade Center                                          | Page 15 |
| b. Create a New Category                                           | Page 16 |
| c. Create a Column in Grade Center                                 | Page 18 |
| d. Check that categories are correctly connected to gradable items | Page 20 |
| e. Create a weighted total column for percentage-based grade book  | Page 21 |
| f. Set weighted total column as External Grade                     | Page 23 |
| g. Create a weighted column for a category                         | Page 24 |
| h. Rearrange columns                                               | Page 26 |
| i. Points-based grade book: Set total column as External Grade     | Page 27 |
| j. Points-based grade book: Hide weighted column                   | Page 27 |
| k. Create a Grading Schema                                         | Page 28 |
| 10. Manually Grade an Assignment                                   | Page 29 |
| 11. Student Preview Mode                                           | Page 30 |
| 12. Add a User                                                     | Page 30 |
| 13. Open Course to Students                                        | Page 32 |
| 14. Download Grades to an Excel Spreadsheet                        | Page 34 |

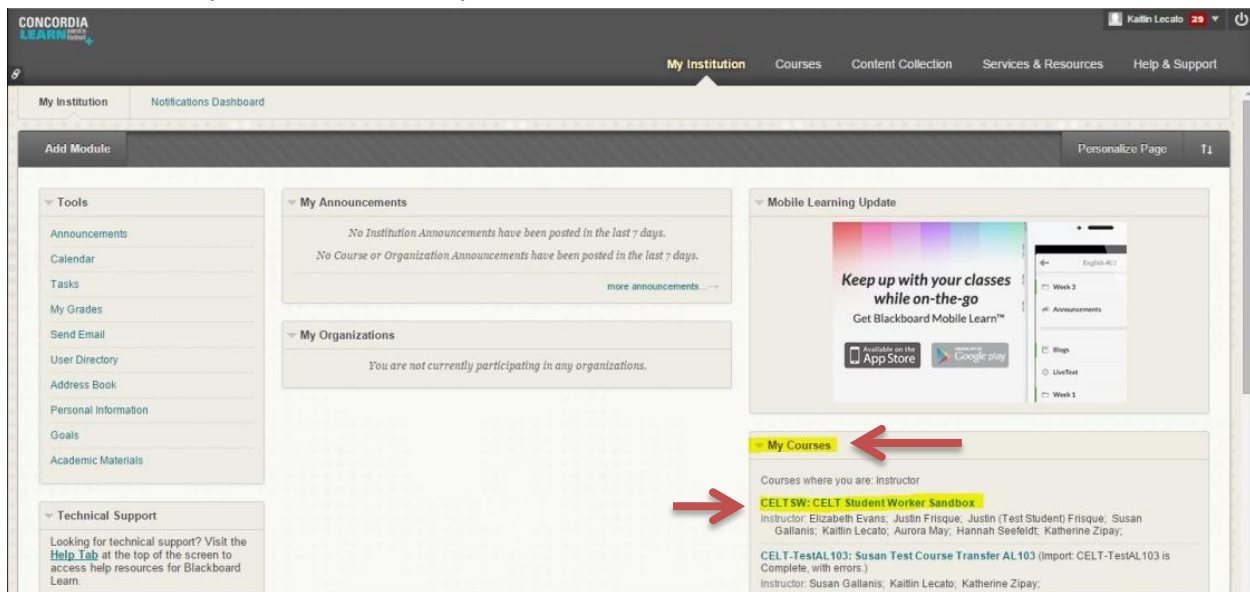
## 1. Log in

- a. Go to [concordia.blackboard.com](http://concordia.blackboard.com). Log in with the same user name and password as ANGEL.



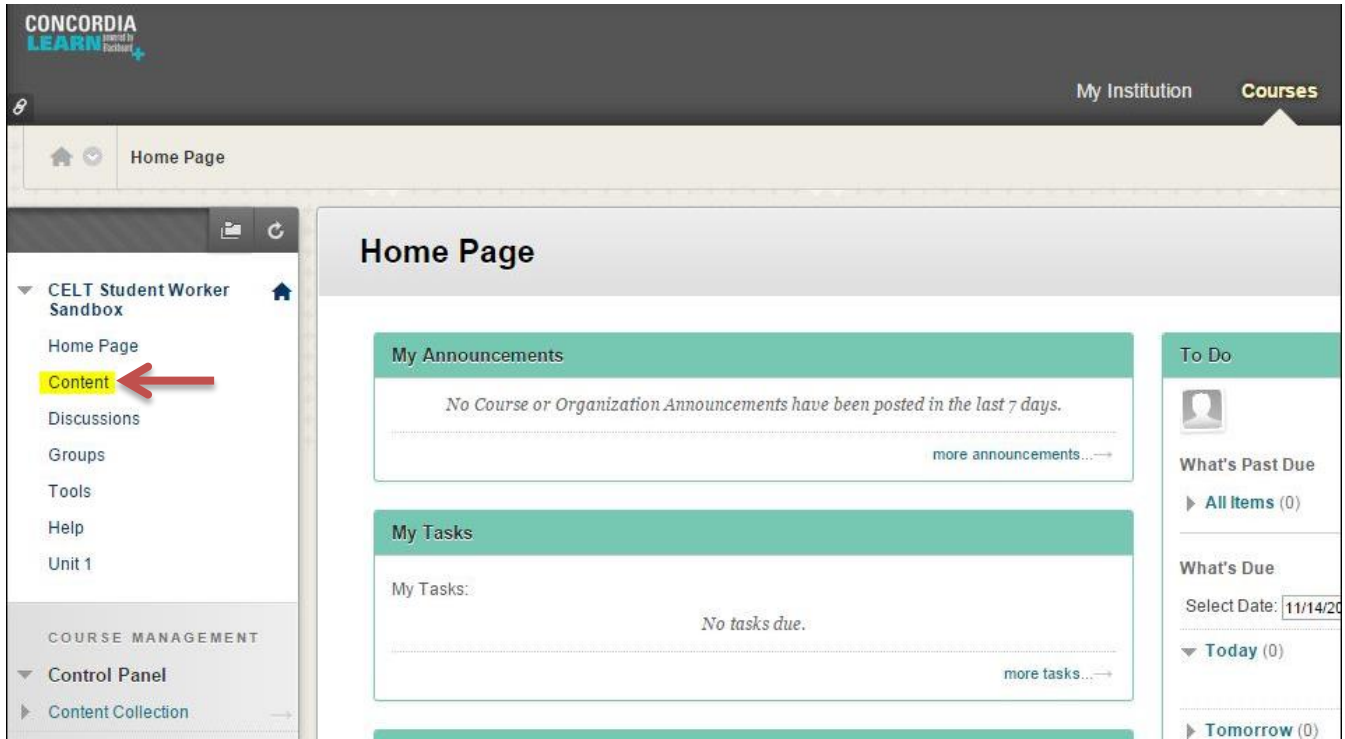
## 2. Find Your Courses

- a. Look for your course under My Courses.



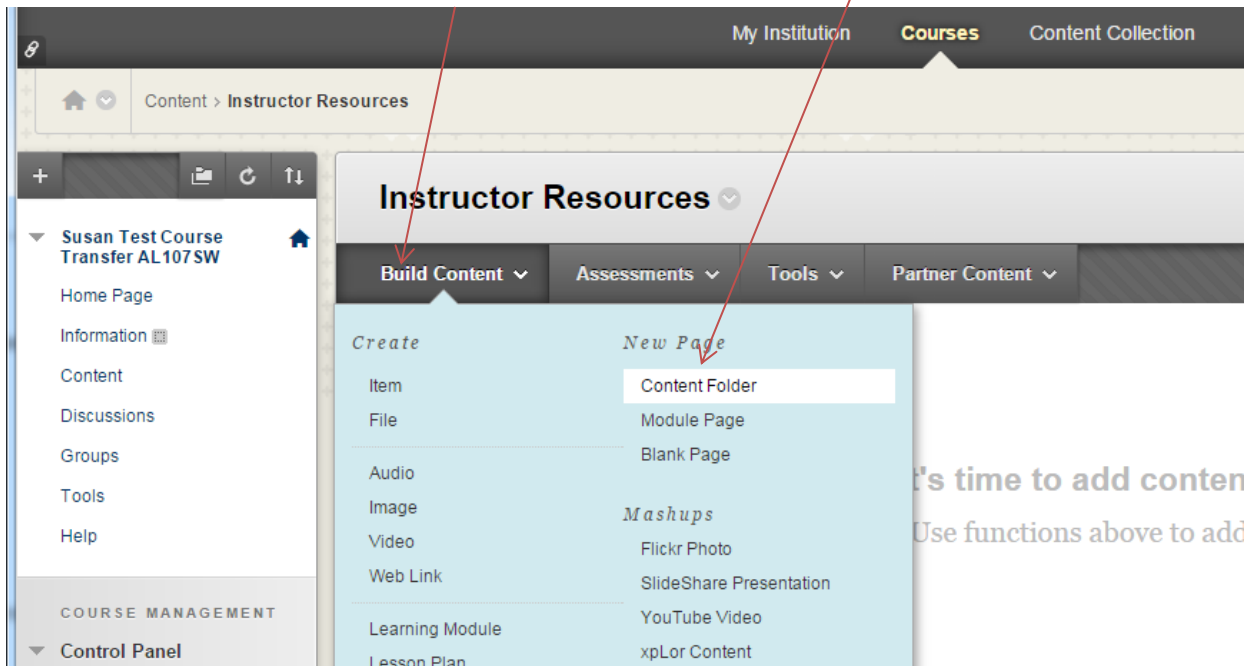
### 3. View Course Content (like the Lessons tab in Angel)

a. To view course content (i.e., discussion boards, assignment/drop boxes) click on Content.



### 4. Create a folder.

a. In the content pane, scroll over the Build Content area, then click on Content Folder.



- b. Enter the name of the folder, a description (if desired) and permit users to view the folder. If you want the folder hidden from students, click No. Then click Submit.

### Create Content Folder

*A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. [More Help](#)*

\* Indicates a required field.

Cancel Submit

#### 1. Content Folder Information

\* Name

Color of Name  Black

Text

Description of folder

Path: p Words: 2

#### 2. Standard Options

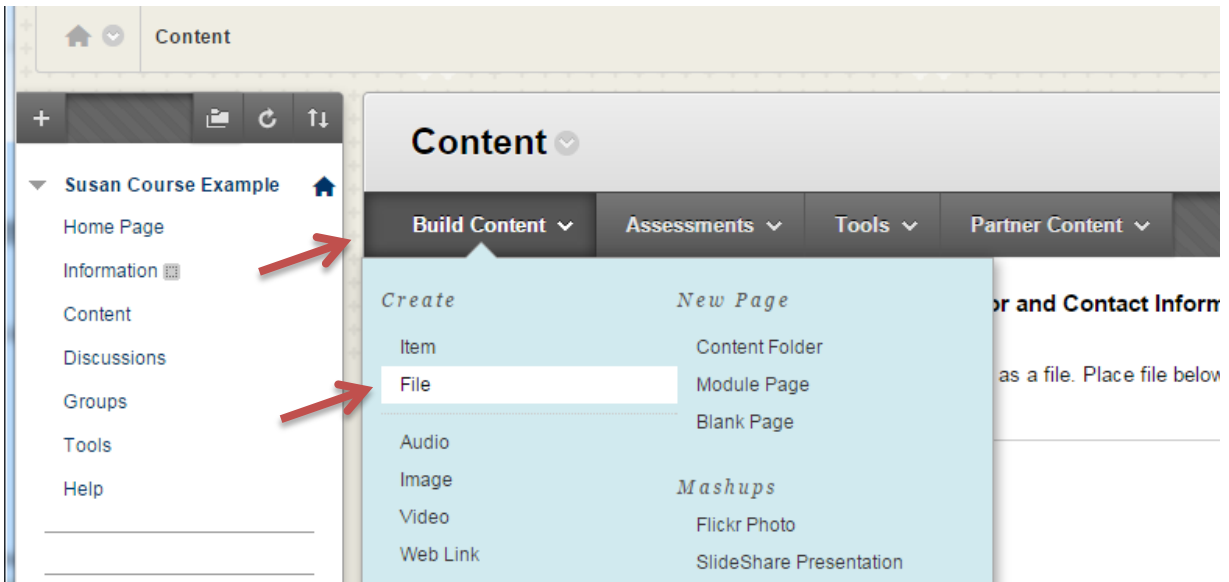
Permit Users to View this Content  Yes  No

- c. You've now created a folder.



## 5. Add a File

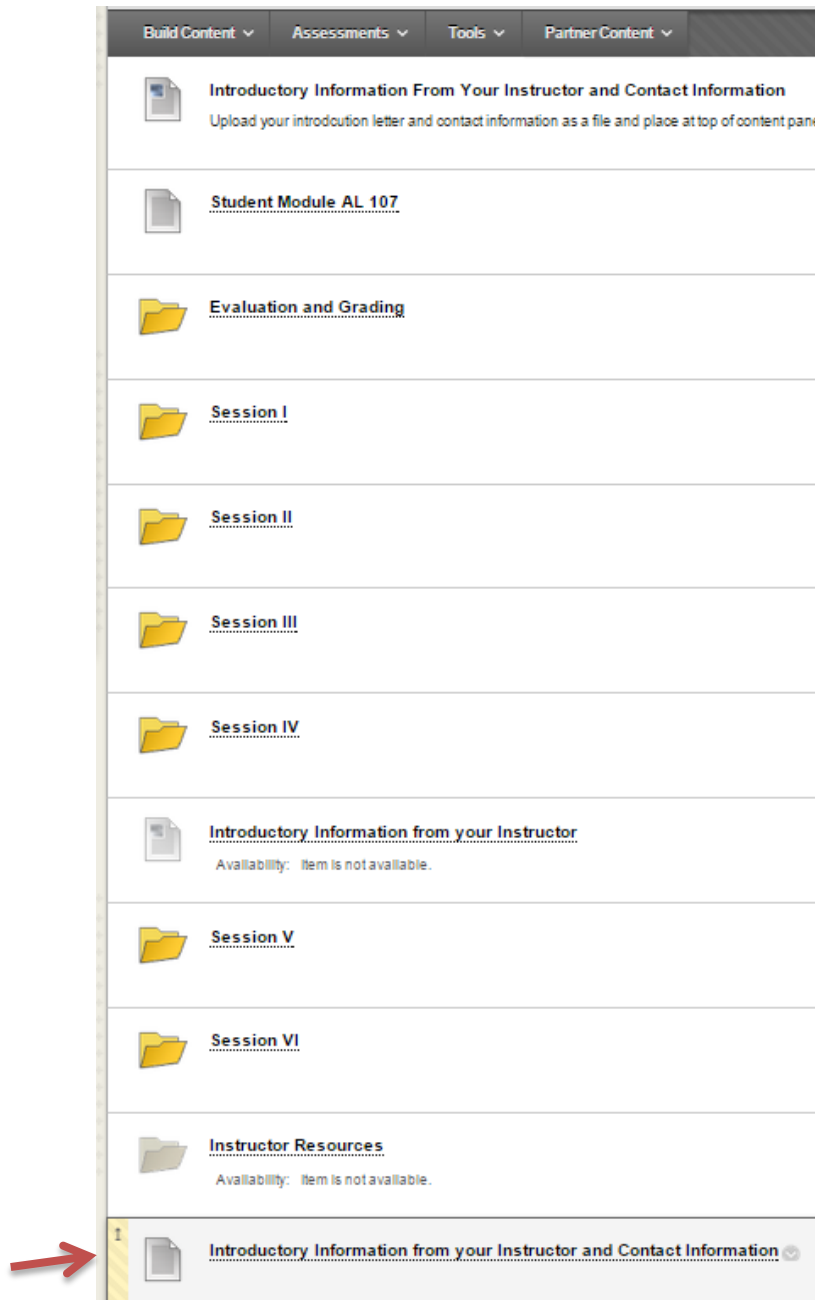
- a. Hover mouse over Build Content; click on File.



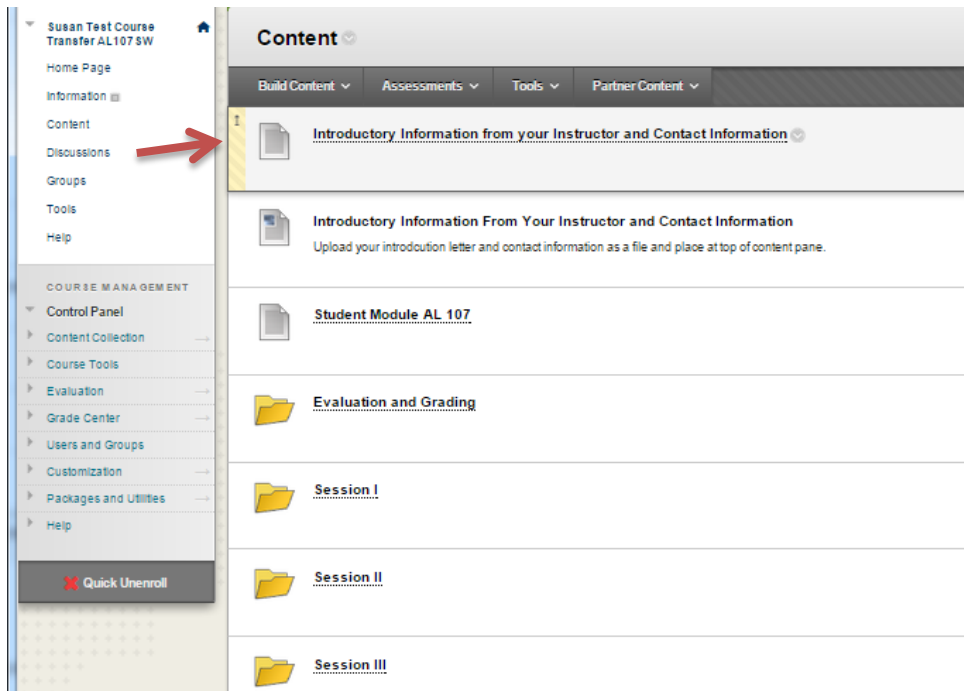
- b. Enter the file name. Browse your computer to find your file. Complete the Standard Options section to allow students to view the file. Then click Submit.

A screenshot of the 'Create File' form in Blackboard. The form is divided into four sections: 1. Select File, 2. File Options, 3. Standard Options, and 4. Submit. Red arrows point to the 'Name' field, the 'Find File' button, the 'Browse My Computer' button, the 'Permit Users to View this Content' checkbox, and the 'Submit' button. The 'Standard Options' section includes checkboxes for 'Open in New Window', 'Add alignment to content', 'Track Number of Views', and date/time restriction fields for 'Display After' and 'Display Until'. A 'Cancel' button is also visible at the top right and bottom right of the form.

- c. To move items on the content pane, click on the left side of the item (you will see yellow on the left side of the item and up/down arrows).

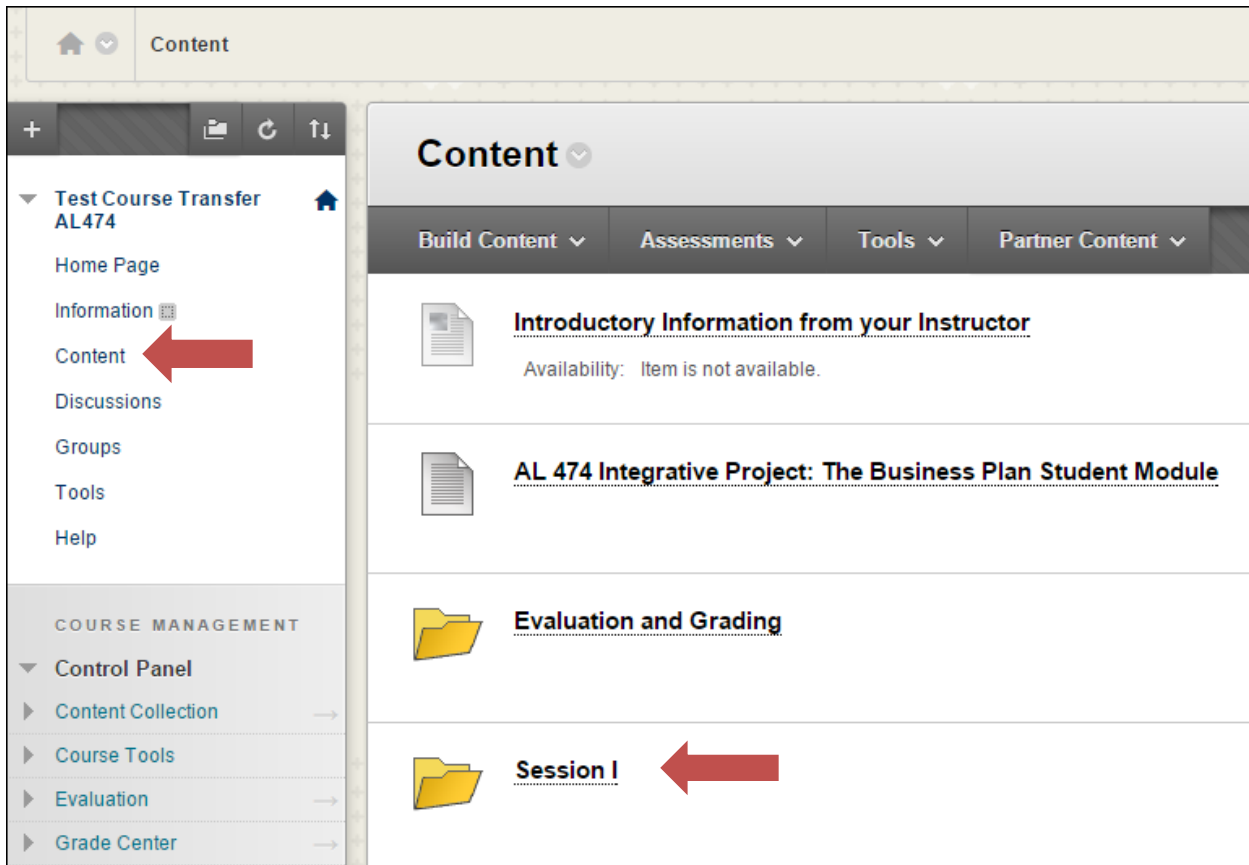


d. Drag file to the desired position.

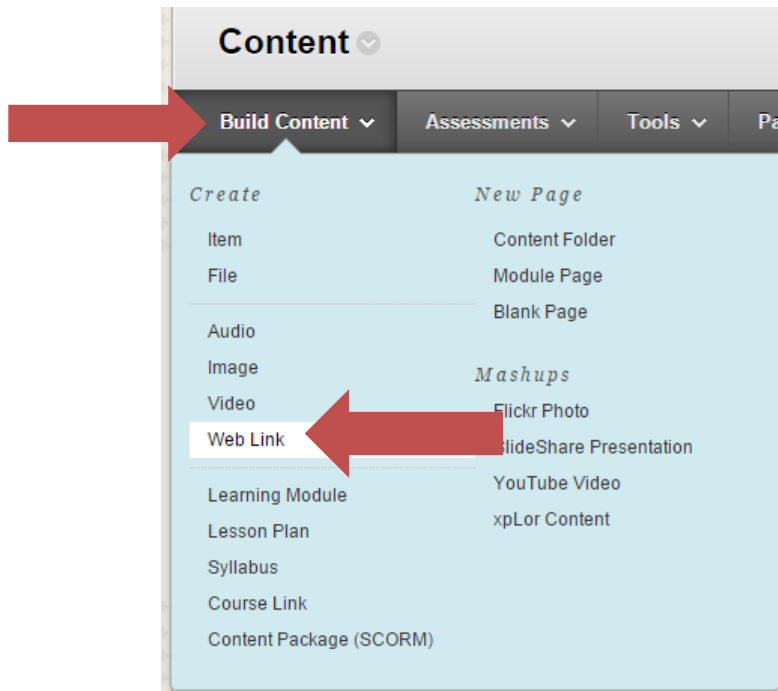


## 6. Add a Web Link

- In your course, click on content, then find where you would like to place your Web Link. For example, add a web link to the Session I folder.



b. Once in the folder, hover mouse over Build Content and click Web Link.



c. Enter the web link name and the website URL.\*

A screenshot of the '1. Web Link Information' form. The 'Name' field contains 'CUW Homepage' and the 'URL' field contains 'https://www.cuw.edu/'. A red arrow points to the 'Name' field, and another red arrow points to the 'URL' field. Below the URL field, there is a checkbox labeled 'This link is to a Tool Provider. What's a Tool Provider?' which is currently unchecked. The text 'For example, http://www.myschool.edu/' is visible below the URL field.

\*Note: Include the https:// of the URL. It is recommended you copy the URL from the actual website and paste it in the URL field above.





d. Add a description (if desired) and click submit.

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

\* Indicates a required field.

Cancel Submit

**1. Web Link Information**

\* Name

\* URL   
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

**2. Description**


Text

Link to the CUW Homepage for the first assignment.

e. The web link has now been added to your course.

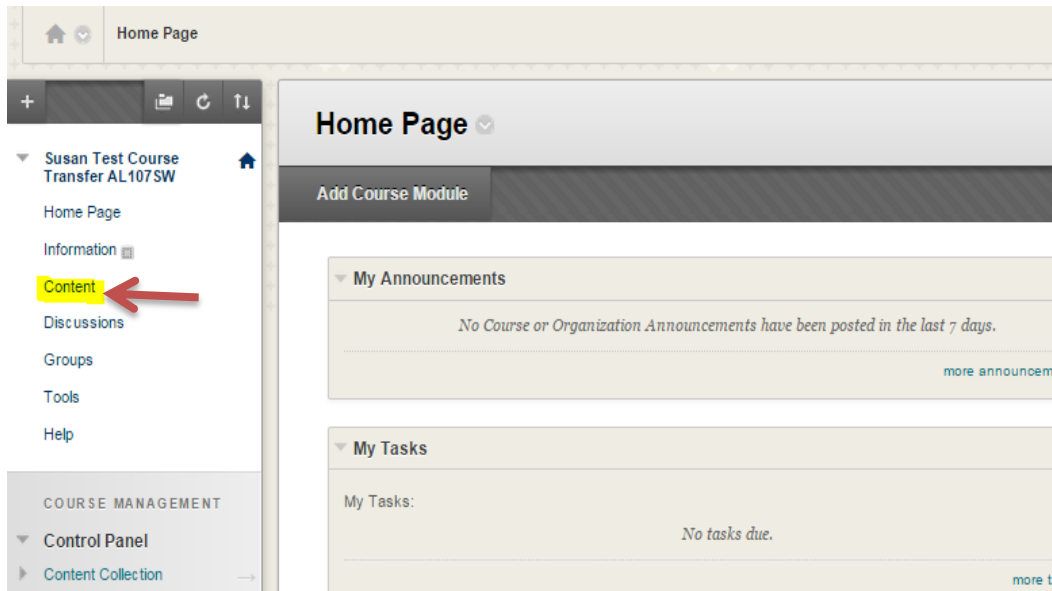
**Content** ▾

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

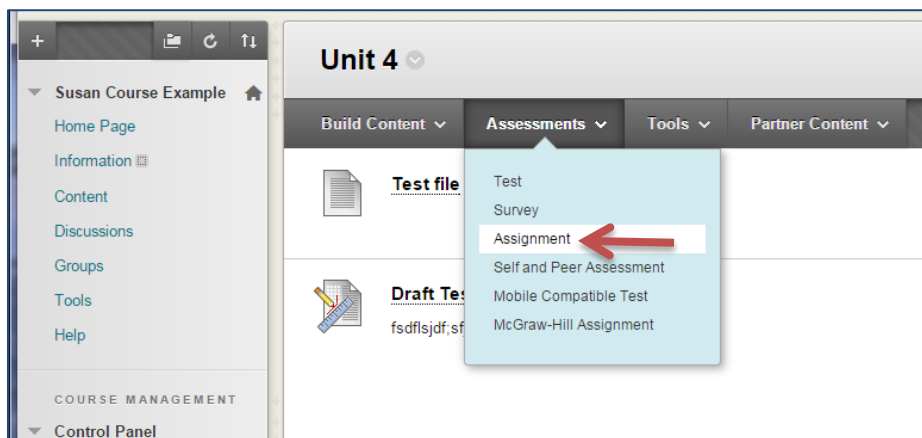
 **CUW Homepage**  
Link to the CUW Homepage for the first assignment.

7. Create an Assignment (Drop Box in Angel)

a. In your course click on Content.



b. Under Assessments, click on Assignment.



c. Enter assignment name, instructions, and attach a file if desired.

**Create Assignment**  
*Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)*

\* Indicates a required field.

Cancel Submit

### 1. Assignment Information

\* Name and Color

Instructions

Here are the instructions.

Path: p Words: 4

### 2. Assignment Files

Attach File

d. Enter due dates so the assignment appears on the student To Do list on the course home page.

**DUE DATES**

Due Date

e. Enter the number of points.

**GRADING**

\* Points Possible

Associated Rubrics

- f. Click on Submission Details to expand and display options. Select assignment type, number of attempts, and plagiarism tools (SafeAssign) as desired. Note: If enabling SafeAssign, check the box to exclude submissions from the Institutional and Global References Databases for DRAFT submissions.

| Name                      | Type                                                                                                                                                                                                                                                                                  | Date Last Edited | Show Rubric to Students |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------|
| <b>Submission Details</b> |                                                                                                                                                                                                                                                                                       |                  |                         |
| Assignment Type           | <input checked="" type="radio"/> Individual Submission<br><input type="radio"/> Group Submission<br><input type="radio"/> Portfolio Submission                                                                                                                                        |                  |                         |
| Number of Attempts        | Single Attempt<br>Single Attempt<br>Multiple attempts<br>Unlimited Attempts                                                                                                                                                                                                           |                  |                         |
| Plagiarism Tools          | <input type="checkbox"/> Check submissions for plagiarism using SafeAssign<br><input type="checkbox"/> Allow students to view SafeAssign originality report for their attempts<br><input type="checkbox"/> Exclude submissions from the Institutional and Global References Databases |                  |                         |
| <b>Grading Options</b>    |                                                                                                                                                                                                                                                                                       |                  |                         |
| <b>Display of Grades</b>  |                                                                                                                                                                                                                                                                                       |                  |                         |

- g. Click Display of Grades. Students will see the score displayed in My Grades. Click the drop down menu to change the display students see such as percentage or letter grade.

|                                     |                                                                             |     |                   |
|-------------------------------------|-----------------------------------------------------------------------------|-----|-------------------|
| <b>Submission Details</b>           |                                                                             |     |                   |
| <b>Grading Options</b>              |                                                                             |     |                   |
| <b>Display of Grades</b>            |                                                                             |     |                   |
| Display grade as                    | Primary<br>Score                                                            | and | Secondary<br>None |
| <input checked="" type="checkbox"/> | Include in Grade Center grading calculations                                |     |                   |
| <input checked="" type="checkbox"/> | Show to students in My Grades                                               |     |                   |
| <input type="checkbox"/>            | Show Statistics (average and median) for this item to Students in My Grades |     |                   |

- h. By default, the Assignment is visible to students. To limit when students can view the Assignment, enter dates in the Display After and Display Until fields. Click Submit.

**AVAILABILITY**

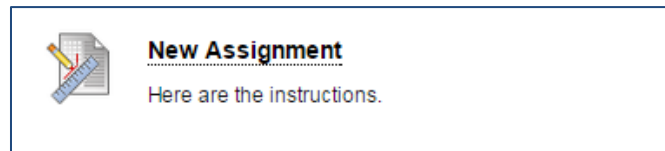
Make the Assignment Available

Limit Availability  Display After

Display Until

Track Number of Views

- i. You have now added an Assignment.



## 8. How to grade an assignment using Inline Grading

- a. Click on Grade Center and then click on Needs Grading. Click on the student name to show their assignment submission.

Susan Course Example

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
  - Needs Grading
  - Full Grade Center
  - Assignments

Filter

Grade All

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date

Go

4 total items to grade.

| Category   | Item Name                     | User Attempt                                   | Date Submitted                                                                               | Due Date         |
|------------|-------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------|------------------|
| Discussion | Friday Forum                  | Susan (Test Student) Gallanis                  | February 13, 2015 11:12:54 AM                                                                |                  |
| Assignment | Essay 1 Dropbox (with rubric) | Susan (Test Student) Gallanis (Attempt 2 of 2) | April 22, 2015 2:12:09 PM                                                                    |                  |
| Assignment | Essay 2                       | Susan (Test Student) Gallanis (Attempt 1 of 2) | April 27, 2015 9:51:57 AM <span style="background-color: #f08080; padding: 2px;">LATE</span> | October 31, 2014 |
| Assignment | Essay 2                       | Susan (Test Student) Gallanis (Attempt 2 of 2) | April 27, 2015 9:56:35 AM <span style="background-color: #f08080; padding: 2px;">LATE</span> | October 31, 2014 |

Displaying 1 to 4 of 4 items |

- b. You'll see the student's paper. Click on the Comment button to add your feedback. There is no need to download the paper. All comments will be saved. Click on the small down arrow for an additional feedback box. If you enabled SafeAssign, click on SafeAssign to view the similarity report. Enter a score. Click Submit when finished.

The screenshot displays the Blackboard Grade Assignment interface for 'Essay 2'. The student's name is Susan (Test Student) Gallanis (Attempt 2 of 2). The interface includes a toolbar with a comment button (indicated by a red arrow and a callout box labeled 'Comment button'). The student's submission is titled 'STUDENT APATHY' and contains text discussing student apathy. The right-hand panel shows the 'Assignment Details' section, including the 'GRADE' section with a score of /100 and a 'SafeAssign' section showing a '100% overall match' (indicated by a red arrow and a callout box labeled 'Enter score'). Below the SafeAssign section, there is a 'SUBMISSION' section with a link to 'Sample 3 Essay.docx' (indicated by a red arrow and a callout box labeled 'Click to show SafeAssign report'). At the bottom right, there are three buttons: 'Cancel', 'Save Draft', and 'Submit' (indicated by a red arrow and a callout box labeled 'Click to show feedback box').

## 9. Set up the Grade Center

### a. View Full Grade Center

- i. After adding content to the course (example: Assignments, Discussion Forums) view the Full Grade Center: Click on Grade Center, then Full Grade Center. You will see columns that were automatically added when course content was added (examples: Paper 1 Drop Box, Paper 2 Drop Box).

The screenshot shows the Blackboard interface for a course named "Susan Test Course Grade Center". On the left sidebar, under "COURSE MANAGEMENT", the "Grade Center" and "Full Grade Center" options are highlighted with red arrows. The main content area displays the "Grade Center : Full Grade Center" page. At the top, there are navigation tabs: "Create Column", "Create Calculated Column", "Manage", and "Reports". Below these is a "Grade Information Bar" with "Move To Top" and "Email" buttons. The main table has columns for "Last Name", "First Name", "Weighted Total", "Total", "Paper 1 Drop B", and "Paper 2 Drop B". The "Paper 1 Drop B" and "Paper 2 Drop B" columns are highlighted in yellow, with red arrows pointing to them. Below the table, there are "Move To Top" and "Email" buttons for the selected rows.

- ii. View all columns by using the scroll bar. Or, click Manage then Column Organization.

The screenshot shows the "Grade Center : Full Grade Center" page with the "Manage" menu open. The menu options include "Grading Periods", "Grading Schemas", "Grading Color Codes", "Categories", "Smart Views", "Column Organization", "Row Visibility", "Send Email", "McGraw-Hill Connect Reports", and "McGraw-Hill Connect To Do List". A red arrow points to the "Column Organization" option. The main table is partially visible, showing columns for "Last Name", "First Name", "Last Access", "Total", "OVERALL Drop", "Paper #1 Drop", "Photoshop Proj", "design 1 projec", and "Essay #3". The "Total" column shows "C (175.00)" and "75.00% (C)". The "Essay #3" column shows "100.00". A scroll bar is visible at the bottom of the table, and a box labeled "Scroll Bar" points to it.

(The columns are shown below as a list. More about this view will be explained later in this document.)

Shown in All Grade Center Views

| Name                                                                                            | Grading Period | Category    | Due Date | Date Created | Points Possible |
|-------------------------------------------------------------------------------------------------|----------------|-------------|----------|--------------|-----------------|
| <input type="checkbox"/> Last Name (Frozen)                                                     |                | Institution |          |              |                 |
| <input type="checkbox"/> First Name (Frozen)                                                    |                | Institution |          |              |                 |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                |             |          |              |                 |
| <input type="checkbox"/> Username (Hidden)                                                      |                | Institution |          |              |                 |
| <input type="checkbox"/> Student ID (Hidden)                                                    |                | Institution |          |              |                 |
| <input type="checkbox"/> Last Access                                                            |                | Institution |          |              |                 |
| <input type="checkbox"/> Availability                                                           |                | Institution |          |              |                 |

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Not in a Grading Period

| Name                                                     | Grading Period          | Category         | Due Date     | Date Created | Points Possible            |
|----------------------------------------------------------|-------------------------|------------------|--------------|--------------|----------------------------|
| <input type="checkbox"/> Weighted Total (External Grade) | Not in a Grading Period | Calculated Grade |              | Jul 22, 2014 | 23.5 (may vary by student) |
| <input type="checkbox"/> Total                           | Not in a Grading Period | Calculated Grade |              | Jan 5, 2015  | 580 (may vary by student)  |
| <input type="checkbox"/> OVERALL Dropbox                 | Not in a Grading Period | Calculated Grade |              | Jan 9, 2015  | 64 (may vary by student)   |
| <input type="checkbox"/> Paper #1 Dropbox                | Not in a Grading Period | Assignment       | None         | Aug 26, 2014 | 100                        |
| <input type="checkbox"/> Photoshop Project               | Not in a Grading Period | Assignment       | Jan 8, 2015  | Jan 6, 2015  | 10                         |
| <input type="checkbox"/> design 1 project                | Not in a Grading Period | Assignment       | Jan 8, 2015  | Jan 6, 2015  | 10                         |
| <input type="checkbox"/> Essay #3                        | Not in a Grading Period | Assignment       | None         | Aug 14, 2014 | 100                        |
| <input type="checkbox"/> Essay 2                         | Not in a Grading Period | Assignment       | Oct 31, 2014 | Oct 31, 2014 | 100                        |
| <input type="checkbox"/> Talk about Testing              | Not in a Grading Period | Discussion       | None         | Oct 28, 2014 | 10                         |
| <input type="checkbox"/> Friday test                     | Not in a Grading Period | Test             | None         | Dec 5, 2014  | 10                         |
| <input type="checkbox"/> Wind Chill Advisory Discussion  | Not in a Grading Period | Discussion       | None         | Jan 7, 2015  | 10                         |
| <input type="checkbox"/> In Class Presentation 1         | Not in a Grading Period | No Category      | None         | Jan 8, 2015  | 30                         |
| <input type="checkbox"/> Participation                   | Not in a Grading Period | Case Studies     | None         | Jan 9, 2015  | 100                        |
| <input type="checkbox"/> Draft Papers                    | Not in a Grading Period | SafeAssignment   | None         | Jan 14, 2015 | 0                          |
| <input type="checkbox"/> Final Paper                     | Not in a Grading Period | SafeAssignment   | Jan 15, 2015 | Jan 15, 2015 | 100                        |

Show/Hide Change Category to... Change Grading Period to...

Click Submit to proceed. Click Cancel to quit.

**b. Create a New Category (i.e. for manually graded items such as participation)**

i. View all categories: Click on Manage, then Categories.

Grade Center : fullGradeCenterMsg

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to

Create Column Create Calculated Column Manage Reports

Grading Periods  
Grading Schemas  
Grading Color Codes  
**Categories**  
Smart Views  
Column Organization  
Row Visibility  
Send Email  
McGraw-Hill Connect Reports  
McGraw-Hill Connect To Do List

Grade Information Bar

Last Name First Name Weighted Total

Selected Rows: 0

Move To Top Email

Move To Top Email



- ii. The Grade Center has several default categories (see below). To create a new category, click on Create Category.

**Categories**  
A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used to group Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test.

**Create Category**

| Title ▲       | Description | Columns                            |
|---------------|-------------|------------------------------------|
| Assignment    |             | Paper 1 Drop Box, Paper 2 Drop Box |
| Blog          |             |                                    |
| Discussion    |             |                                    |
| Journal       |             |                                    |
| Self and Peer |             |                                    |
| Survey        |             |                                    |
| Test          |             |                                    |

- iii. Name the category (example: Class Participation) and click Submit.

**Create Category**  
Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

\* Indicates a required field.

Cancel Submit

**1. Category Information**

Name  Description

**2. Submit**  
Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

iv. The new category appears. Return to the Full Grade Center by clicking OK.

**Categories**  
A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

| Title               | Description | Columns                            |
|---------------------|-------------|------------------------------------|
| Assignment          |             | Paper 1 Drop Box, Paper 2 Drop Box |
| Blog                |             |                                    |
| Class Participation |             |                                    |
| Discussion          |             |                                    |
| Journal             |             |                                    |
| Self and Peer       |             |                                    |
| Survey              |             |                                    |
| Test                |             |                                    |

Displaying 1 to 8 of 8 items | Show All | Edit Page | OK

c. **Create a column in the Grade Center and attach it to the category created above**

- i. Now that you've created a category (example: Class Participation), create a column in the Grade Center for manually grading that item such as Session 1 Class Participation. Click on Create Column.

**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to move between cells.

Create Column | Create Calculated Column | Manage | Reports

| Last Name        | First Name | Weighted Total | Total | Paper 1 Drop B | Paper 2 Drop B |
|------------------|------------|----------------|-------|----------------|----------------|
| Selected Rows: 0 |            |                |       |                |                |

Move To Top | Email

ii. Enter the name, choose the category, and enter the points. Click Submit.

### Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

\* Indicates a required field.

1. Column Information

\* Column Name

Grade Center Name

Description

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.*

Category

\* Points Possible

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

Cancel

iii. You've now added a column for a manually graded item and linked it to a category.

### Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate.

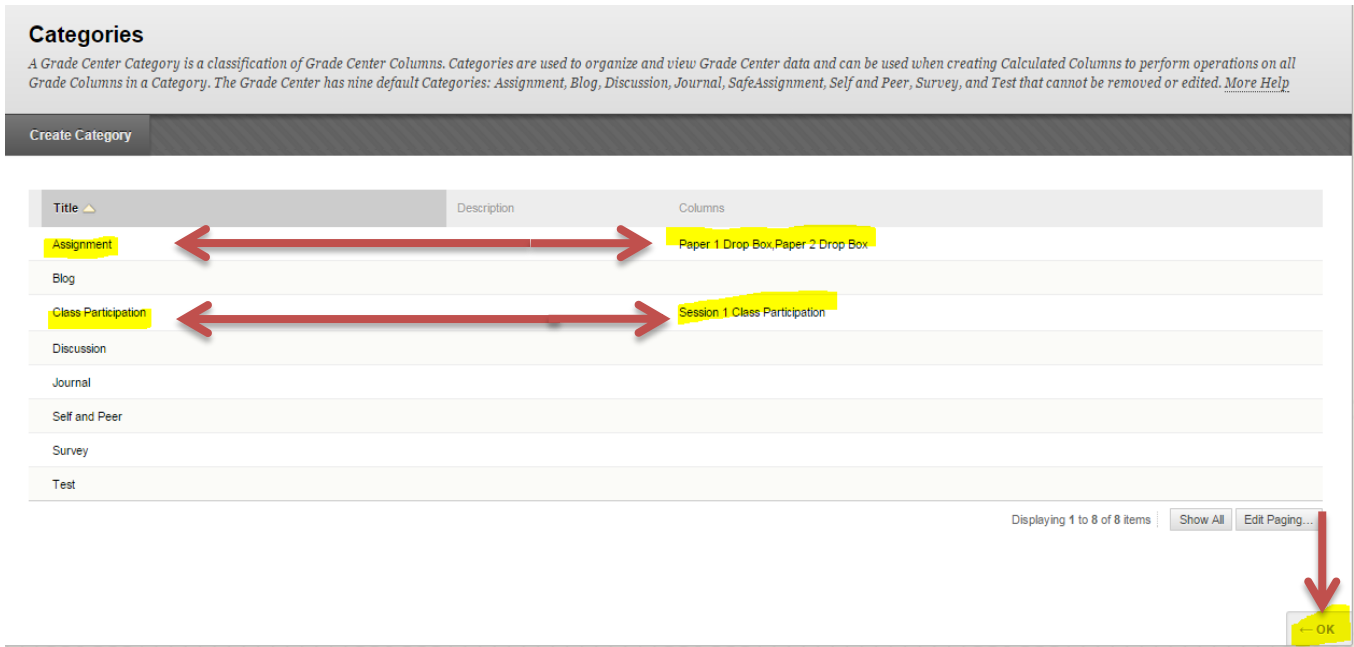
Create Column Create Calculated Column Manage Reports

| Last Name | First Name | Weighted Total | Total | Paper 1 Drop B | Paper 2 Drop B | Session 1 Class Participation |
|-----------|------------|----------------|-------|----------------|----------------|-------------------------------|
|-----------|------------|----------------|-------|----------------|----------------|-------------------------------|

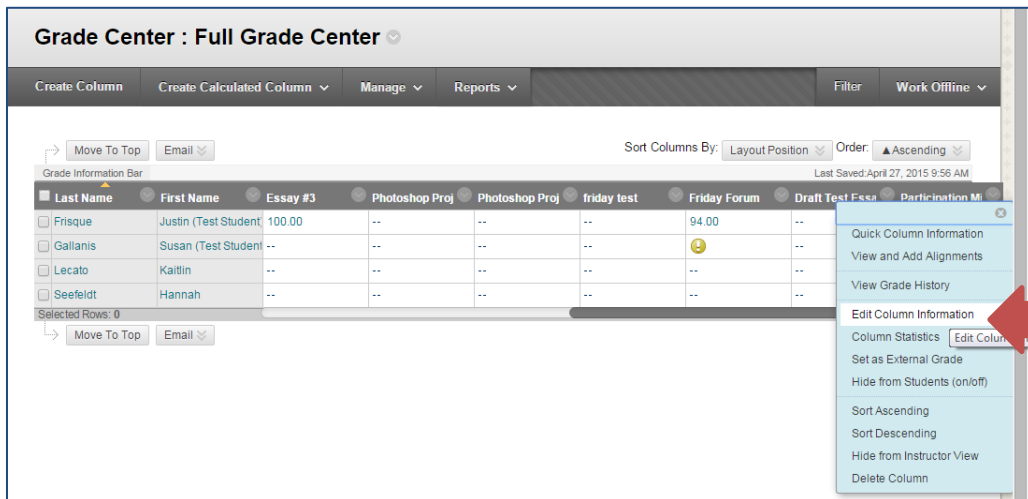
Selected Rows: 0

d. **Check that categories are correctly connected to gradable items**

- i. From the Full Grade Center click on Manage, then Categories. You will see all categories on the left. On the right are the assignments that are linked to each category. Click OK to return to the Full Grade Center.



- ii. If there is an item connected to the wrong category, you can change it from the Full Grade Center. Click on the column heading that you want to edit, and then click on Edit Column Information.



iii. Change the category and click Submit.

\* Indicates a required field.

Cancel **Submit**

### 1. Column Information

\* Column Name

Grade Center Name

Description

Path: p Words: 0

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.*

Category

\* Points Possible

Associated Rubrics

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
|------|------|------------------|-------------------------|

e. **Create a weighted total column for a percentage-based gradebook**

- i. This will weight each category according to specific percentage (example: Assignments 30%, Class Participation 15%, Discussions 15%, and Tests 40%). Click on the Weighted Total column, then Edit Column Information.

Susan Course Example

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
  - Needs Grading
  - Full Grade Center
  - Assignments

### Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position

| Last Name                | First Name | Total                 | Weighted To | Overall Essays | OVERALL Proj | Essay 1 Dropb |
|--------------------------|------------|-----------------------|-------------|----------------|--------------|---------------|
| <input type="checkbox"/> | Frisque    | Justin (Test Student) | 244.00      | 84.50% (B)     |              |               |
| <input type="checkbox"/> | Gallanis   | Susan (Test Student)  | 160.00      | 80.00% (B-)    |              |               |
| <input type="checkbox"/> | Lecato     | Kaitlin               | ..          | ..             |              |               |
| <input type="checkbox"/> | Seefeldt   | Hannah                | 80.00       | 80.00% (B-)    |              |               |

Selected Rows: 0

Move To Top Email

- Quick Column Information
- Edit Column Information**
- Column Statistics
- Sort Ascending
- Sort Descending
- Hide from Instructor View

- ii. Select a category used for this course. Click on the arrow to move it to the box on the right. Then enter the percentage for this category. If items in one category have the same point value, the Weight Columns line should stay set to Equally. If the items in one category have different point values, on the Weight Columns line click Proportionally.

### Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Paper 1 Drop Box
- Paper 2 Drop Box
- Session 1 Class Participation

Column Information

---

Categories to Select:

- Assignment
- Survey
- Blog
- Journal
- Self and Peer
- Class Participation
- Test

Category Information

Class Participation: Session 1 Class Participation

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

\* 15 % Category: Discussion

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

Total Weight: 15%

- iii. Continue until you have moved all categories for this course to the right and the total weight is 100%. Then click Submit.

### 3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Paper 1 Drop Box
- Paper 2 Drop Box
- Session 1 Class Participation

Column Information

---

Categories to Select:

- Survey
- Blog
- Journal
- Self and Peer

Category Information

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

\* 40 % Category: Test

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

\* 30 % Category: Assignment

Weight Columns:  Equally  Proportionally

Drop Grades OR  Use only the

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

\* 15 % Category: Discussion

Total Weight: 100%

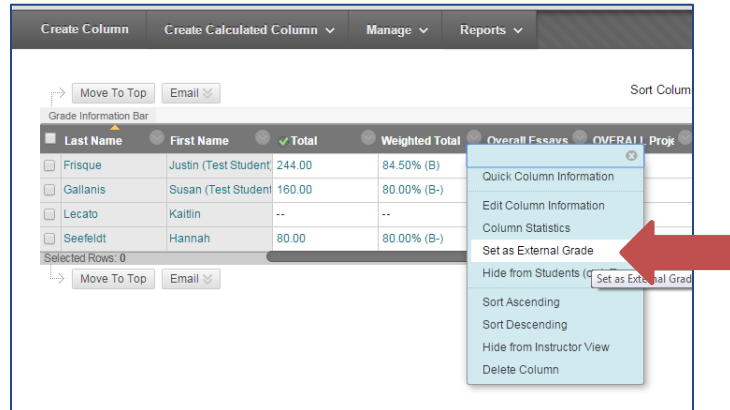
### Submit

Click Submit to proceed. Click Cancel to quit.

Cancel
Submit

f. **Set weighted total column as the External Grade**

- i. This will make this overall weighted total for the course visible to students in My Grades. From the Full Grade Center, hover your mouse next to the Weighted Total heading. Click on Set as External Grade.



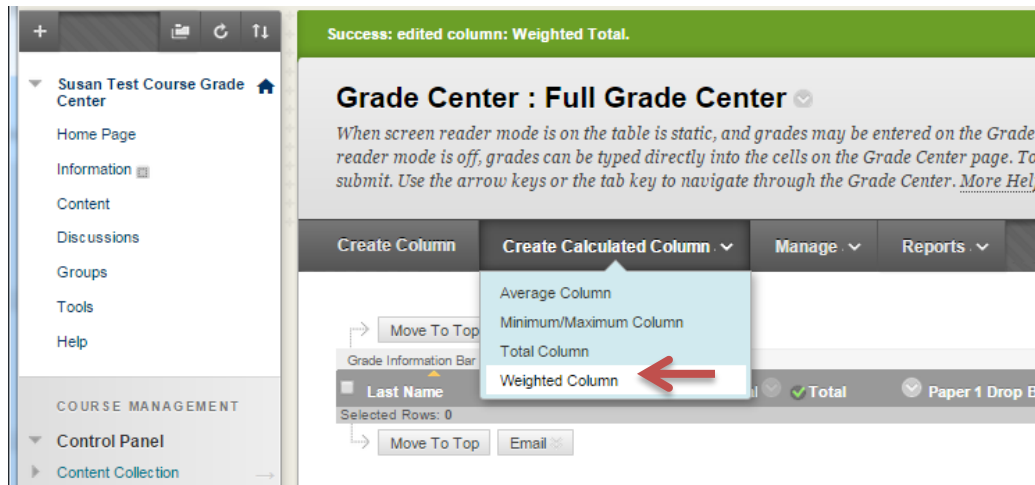
- ii. A green checkmark will appear next to the Weighted Total heading indicating this column is Set as External Grade, visible by students in My Grades.

The screenshot shows the Blackboard Full Grade Center interface with the 'Weighted Total' column heading highlighted in yellow and a green checkmark next to it. A red arrow points to the checkmark. The table below shows student data with columns for 'Last Name', 'First Name', 'Last Access', 'Availability', 'Weighted Total', 'Total', and 'OV'. The 'Weighted Total' column now displays percentages and letter grades for each student.

| Last Name | First Name            | Last Access       | Availability | Weighted Total | Total       | OV   |
|-----------|-----------------------|-------------------|--------------|----------------|-------------|------|
| Evans     | Elizabeth             |                   | Available    | --             | --          | --   |
| Frisque   | Justin (Test Student) | August 14, 2014   | Available    | 75.00% (C)     | C (175.00)  | 75.0 |
| Gallanis  | Susan (Test Student)  | January 7, 2015   | Available    | 82.50% (B-)    | B- (185.00) | 82.5 |
| Lecato    | Kaitlin               | November 14, 2014 | Available    | --             | --          | --   |
| Zipay     | Katherine             | November 4, 2014  | Available    | --             | --          | --   |

g. **Create a weighted column for a category**

i. From the Full Grade Center, click on Create Calculated Column, then Weighted Column.



ii. Name the column Overall and the name of the category (example: Overall Assignments). Enter an optional description. Then click Submit.



- iii. Click on the Category, then the arrow to move it to the box on the right. Enter 100%. Click Submit.

### 3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

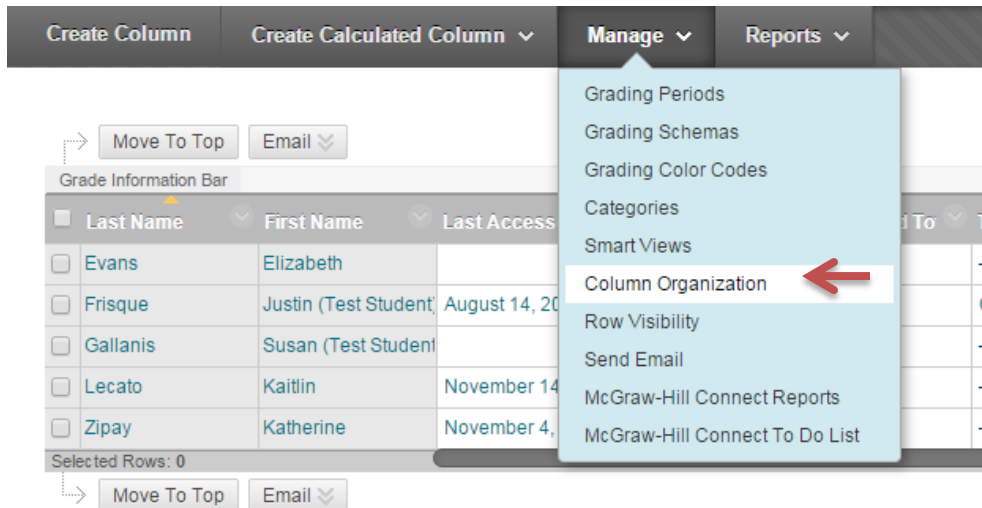
**Submit**

Click Submit to proceed. Click Cancel to quit.


- iv. The new column is added to the right.

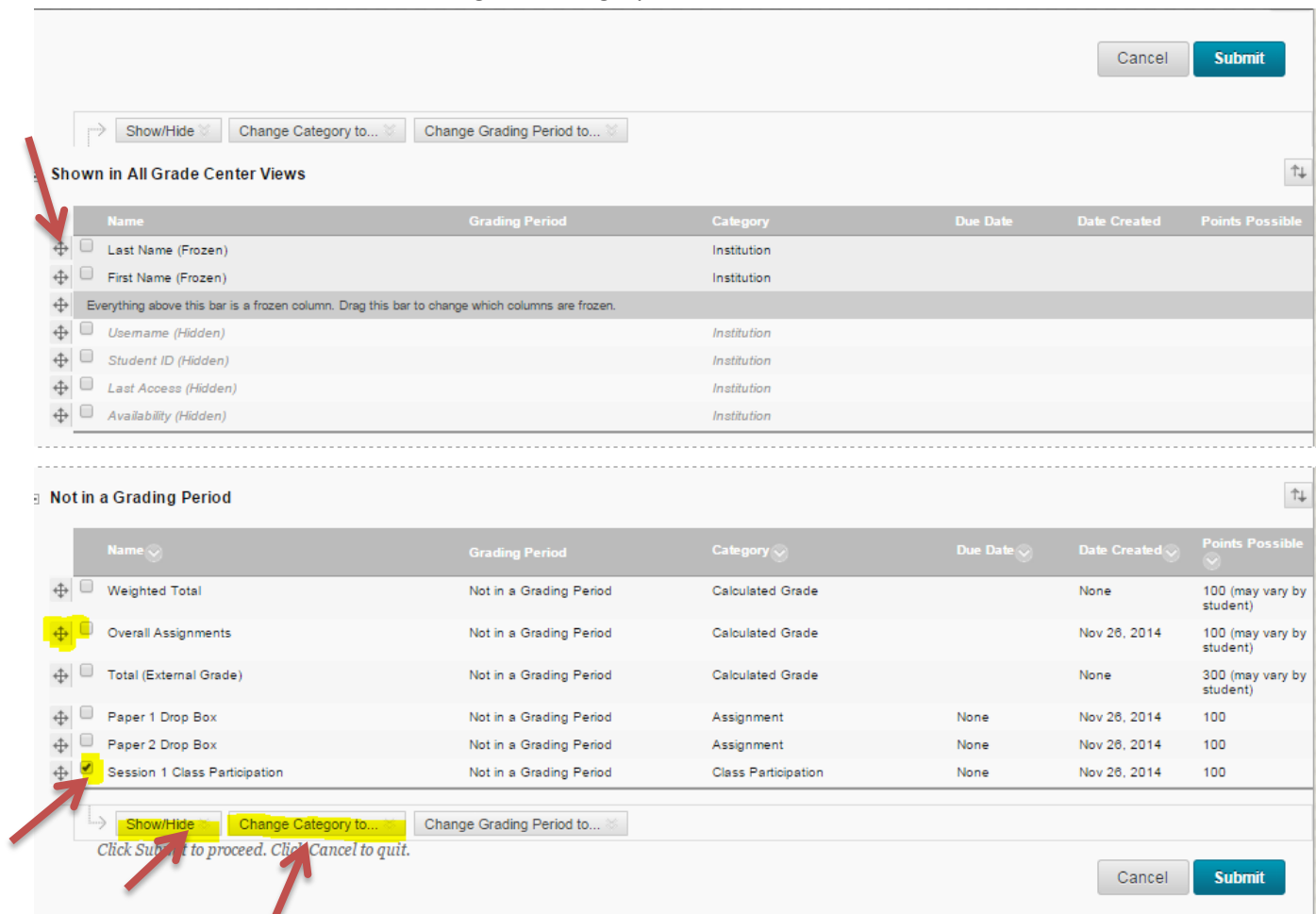
## h. Rearrange columns

i. To rearrange columns, click on Manage then Column Organization.



The screenshot shows the 'Manage' dropdown menu open. The 'Column Organization' option is highlighted with a red arrow. The background shows a table with columns for 'Last Name', 'First Name', and 'Last Access'.

ii. You will see all Grade Center columns. Move your cursor to the  icon. You can then drag columns up and down to rearrange the order. You can also check the box to show/hide the column or to change the category. Click Submit when finished.



The screenshot shows the 'Column Organization' interface. It is divided into two sections: 'Shown in All Grade Center Views' and 'Not in a Grading Period'. The 'Not in a Grading Period' section contains a table of columns with checkboxes for 'Show/Hide' and 'Change Category to...'. Red arrows point to the 'Move' icon, the 'Show/Hide' checkbox, the 'Change Category to...' button, and the 'Submit' button.

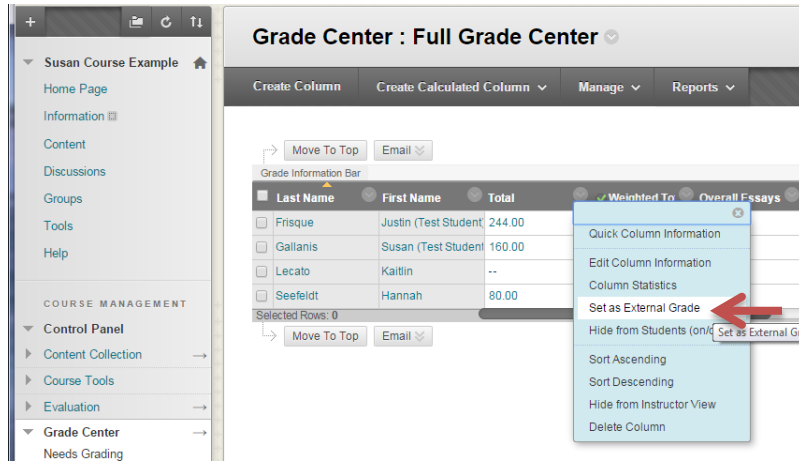
| Name                                                                                            | Grading Period | Category    | Due Date | Date Created | Points Possible |
|-------------------------------------------------------------------------------------------------|----------------|-------------|----------|--------------|-----------------|
| <input type="checkbox"/> Last Name (Frozen)                                                     |                | Institution |          |              |                 |
| <input type="checkbox"/> First Name (Frozen)                                                    |                | Institution |          |              |                 |
| Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. |                |             |          |              |                 |
| <input type="checkbox"/> Username (Hidden)                                                      |                | Institution |          |              |                 |
| <input type="checkbox"/> Student ID (Hidden)                                                    |                | Institution |          |              |                 |
| <input type="checkbox"/> Last Access (Hidden)                                                   |                | Institution |          |              |                 |
| <input type="checkbox"/> Availability (Hidden)                                                  |                | Institution |          |              |                 |

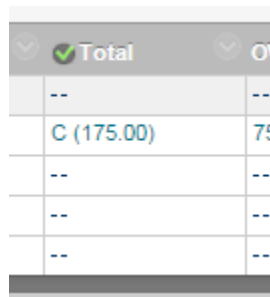
| Name                                                              | Grading Period          | Category            | Due Date | Date Created | Points Possible           |
|-------------------------------------------------------------------|-------------------------|---------------------|----------|--------------|---------------------------|
| <input type="checkbox"/> Weighted Total                           | Not in a Grading Period | Calculated Grade    |          | None         | 100 (may vary by student) |
| <input checked="" type="checkbox"/> Overall Assignments           | Not in a Grading Period | Calculated Grade    |          | Nov 28, 2014 | 100 (may vary by student) |
| <input type="checkbox"/> Total (External Grade)                   | Not in a Grading Period | Calculated Grade    |          | None         | 300 (may vary by student) |
| <input type="checkbox"/> Paper 1 Drop Box                         | Not in a Grading Period | Assignment          | None     | Nov 28, 2014 | 100                       |
| <input type="checkbox"/> Paper 2 Drop Box                         | Not in a Grading Period | Assignment          | None     | Nov 28, 2014 | 100                       |
| <input checked="" type="checkbox"/> Session 1 Class Participation | Not in a Grading Period | Class Participation | None     | Nov 28, 2014 | 100                       |

i. **Points-based gradebook: Set Total column as external grade**

- i. The Total Column will accumulate points as a running total. The Total column will need to be set as the external grade. (The Weighted Total column is not used.) From the Full Grade Center, click on the arrow next to the title Total Column, then click Set as External Grade.

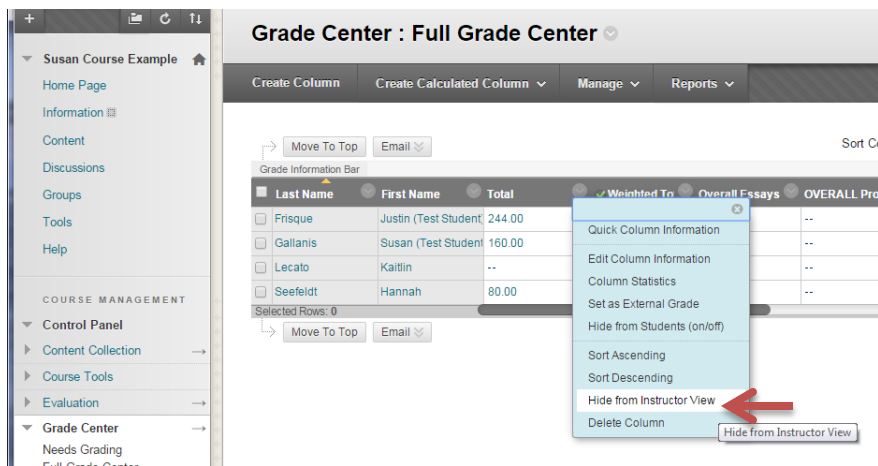


- ii. The Total column will now have a green checkmark.



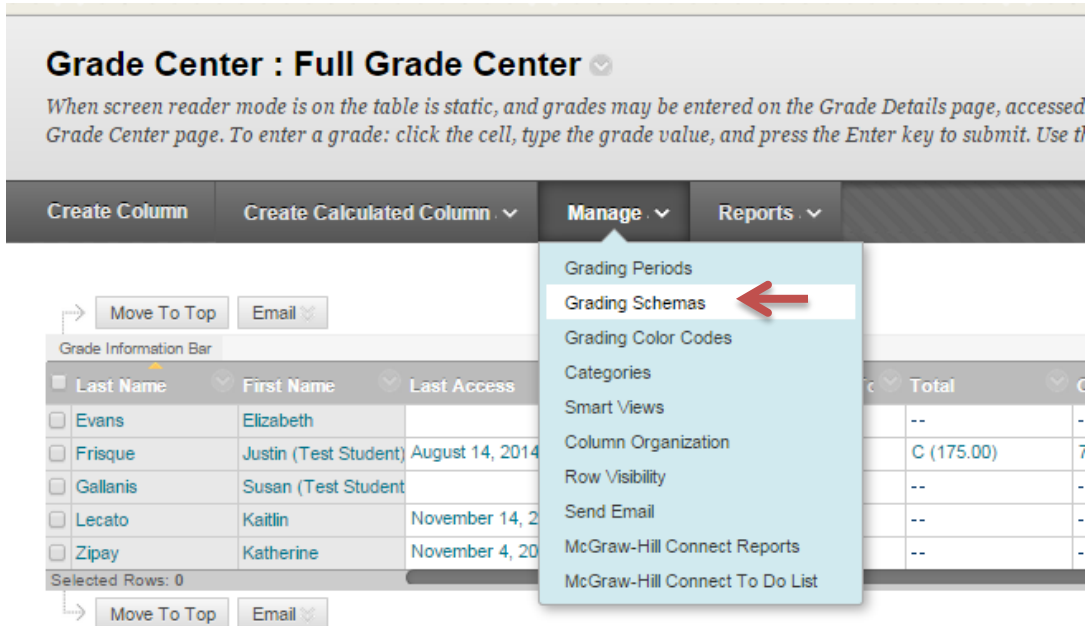
j. **Points-based gradebook: Hide the weighted column**

- i. From the Full Grade Center, click on the arrow next to the Weighted Total column, then click Hide from Instructor View.

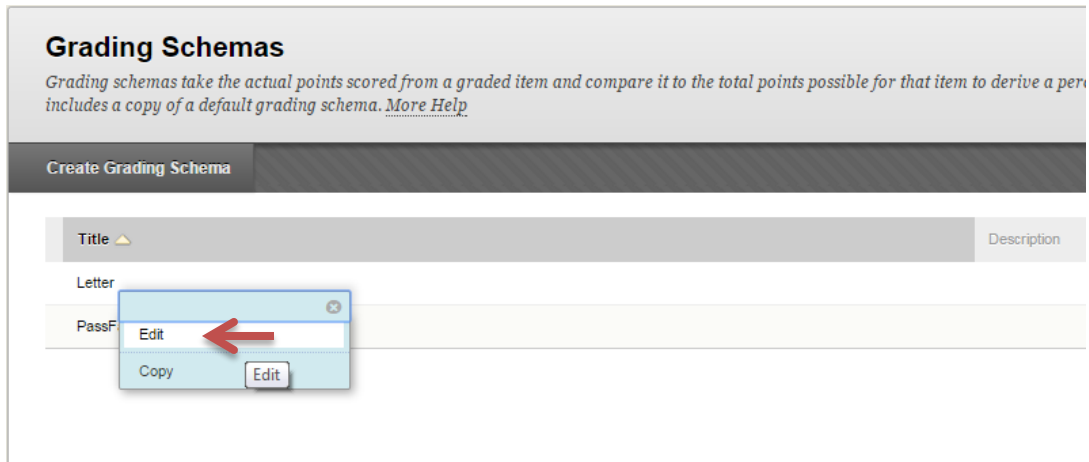


k. **Create a grading schema**

- i. If you want to display letter grades to students, you will need to create a grading schema that matches your course grading scale. From the Full Grade Center click on Manage, then Grading Schemas.



- ii. Click on the default Letter schema, then Edit.



iii. Edit the schema to match your course grading scale. Click Submit when finished.

## 1. Schema Information

\* Name

Description

## 2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grad mappings from each symbol into a percentage of points possible must be provided.

| Grades Scored Between                               | Will Equal                      | Grades Manually Entered as | Will Calculate as                   |            |
|-----------------------------------------------------|---------------------------------|----------------------------|-------------------------------------|------------|
| <input type="text" value="97"/> % and 100%          | <input type="text" value="A+"/> | A+                         | <input type="text" value="98.5"/> % |            |
| <input type="text" value="94"/> % and Less Than 97% | <input type="text" value="A"/>  | A                          | <input type="text" value="95"/> %   | Delete Row |
| <input type="text" value="90"/> % and Less Than 94% | <input type="text" value="A-"/> | A-                         | <input type="text" value="91.5"/> % | Delete Row |
| <input type="text" value="87"/> % and Less Than 90% | <input type="text" value="B+"/> | B+                         | <input type="text" value="88.5"/> % | Delete Row |
| <input type="text" value="84"/> % and Less Than 87% | <input type="text" value="B"/>  | B                          | <input type="text" value="85"/> %   | Delete Row |
| <input type="text" value="80"/> % and Less Than 84% | <input type="text" value="B-"/> | B-                         | <input type="text" value="81.5"/> % | Delete Row |
| <input type="text" value="77"/> % and Less Than 80% | <input type="text" value="C+"/> | C+                         | <input type="text" value="78.5"/> % | Delete Row |
| <input type="text" value="74"/> % and Less Than 77% | <input type="text" value="C"/>  | C                          | <input type="text" value="75"/> %   | Delete Row |
| <input type="text" value="70"/> % and Less Than 74% | <input type="text" value="C-"/> | C-                         | <input type="text" value="71.5"/> % | Delete Row |
| <input type="text" value="67"/> % and Less Than 70% | <input type="text" value="D+"/> | D+                         | <input type="text" value="68.5"/> % | Delete Row |
| <input type="text" value="64"/> % and Less Than 67% | <input type="text" value="D"/>  | D                          | <input type="text" value="65"/> %   | Delete Row |
| <input type="text" value="60"/> % and Less Than 64% | <input type="text" value="D-"/> | D-                         | <input type="text" value="61.5"/> % | Delete Row |
| <input type="text" value="0"/> % and Less Than 60%  | <input type="text" value="F"/>  | F                          | <input type="text" value="55"/> %   | Delete Row |

Cancel

10. **Manually grade an assignment** (i.e., class participation), From the Full Grade Center click on the box you want to grade (it will have a blue outline), enter a score, then hit the Enter key.

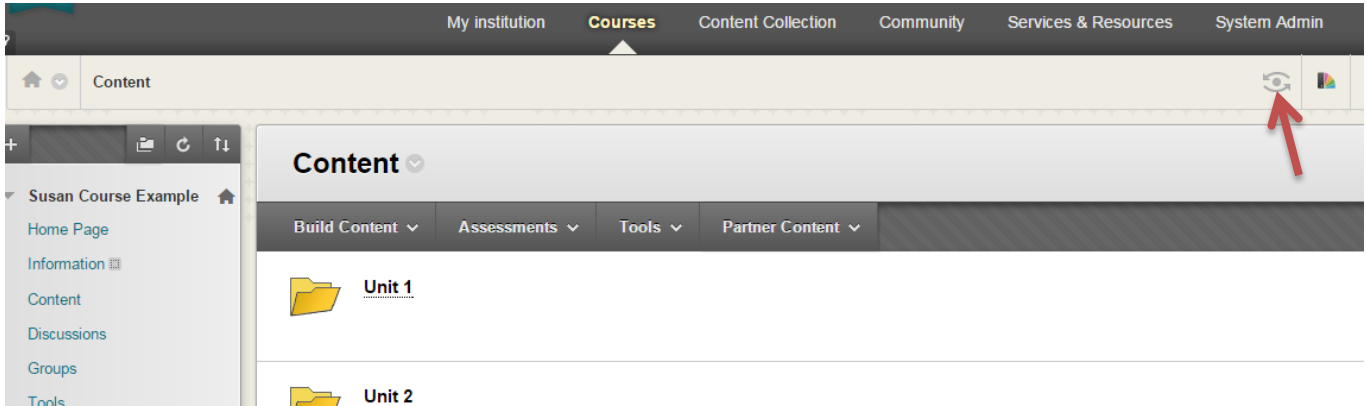
Grade Information Bar Grade Type: Grade | Points Possible: 10.00 | Displayed As: Score | Visible to Users: Yes

| Last Name | First Name            | design 1 projec | Essay #3 | Essay 2 | Talk about Test                 | frida |
|-----------|-----------------------|-----------------|----------|---------|---------------------------------|-------|
| Evans     | Elizabeth             | --              | --       | --      | --                              | --    |
| Frisque   | Justin (Test Student) | --              | 100.00   | 50.00   | --                              | --    |
| Gallanis  | Susan (Test Student)  | --              | --       | 85.00   | <input type="text" value="80"/> | --    |
| Lecato    | Kaitlin               | --              | --       | --      | --                              | --    |
| Zipay     | Katherine             | --              | --       | --      | --                              | --    |

Selected Rows: 0

## 11. Student Preview Mode

- a. In your course, click on the icon in the upper right corner.

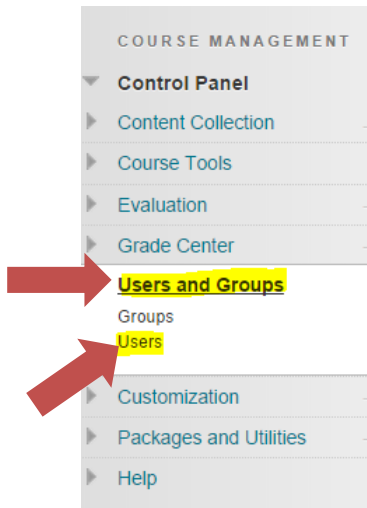


- b. At the top of your screen you will see a message Student Preview mode is ON. When finished click Exit Preview.

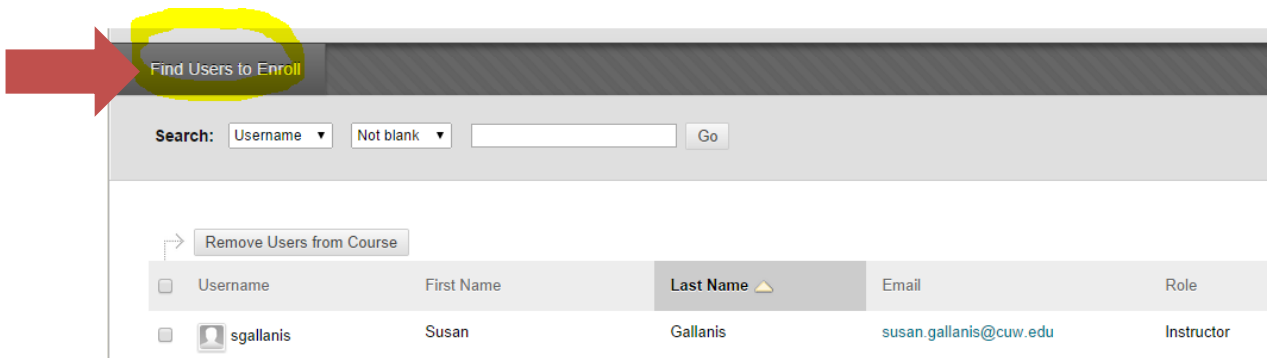


## 12. Add a User

- a. In your course, from the left side bar, click on Users and Groups, then click on Users.



- b. Click on Find Users to Enroll.



- c. Click on Browse to search by last name (recommended).

### Add Enrollments: CELT-TVVC

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search will be identified in a search for users. [More Help](#)

\* Indicates a required field.

#### 1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

\* Username

Role

Enrollment Availability Yes

- d. A pop-up box will appear. Click on the triangle and choose search by last name. Enter last name, then click Go.

Users - Google Chrome

https://concordia.blackboard.com/webapps/blackboard/execute/userManager?context=use

### Users

Search   Options:

- Last Name
- Username
- First Name
- Last Name
- Email

- e. Click on the box next to the person's name and click Submit

| <input type="checkbox"/>            | Status | First Name | Last Name | Username | Email                   |
|-------------------------------------|--------|------------|-----------|----------|-------------------------|
| <input checked="" type="checkbox"/> |        | Elizabeth  | Evans     | eevans   | elizabeth.evans@cuw.edu |

f. The username will be populated on the enrollment screen. Change Role to Instructor and click Submit.

\* Indicates a required field.

Cancel Submit

---

**1. Enroll Users**

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

\* Username

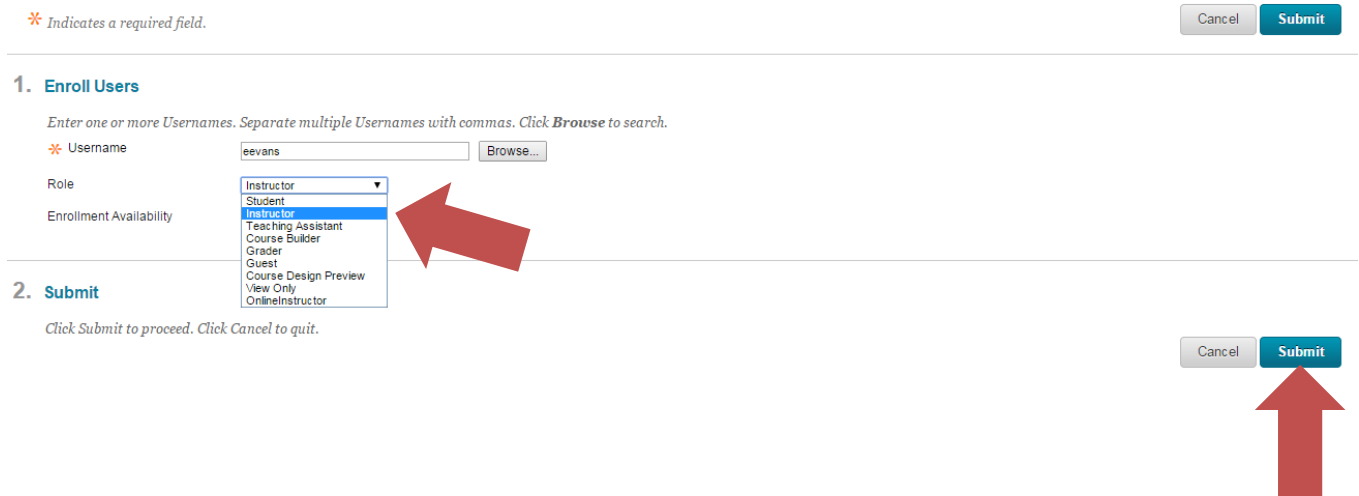
Role

Enrollment Availability

**2. Submit**

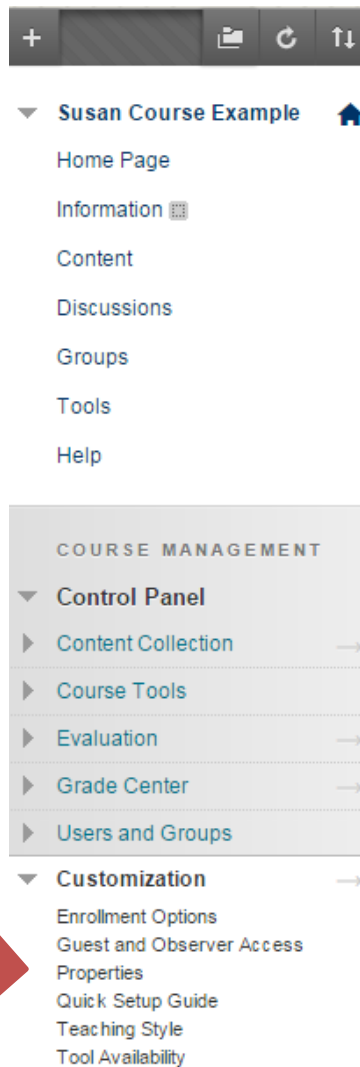
Click Submit to proceed. Click Cancel to quit.

Cancel Submit



### 13. Open Course to Students

a. In your course click on Customization, then click on Properties.



+ [Navigation icons]

▼ Susan Course Example 🏠

- Home Page
- Information 📅
- Content
- Discussions
- Groups
- Tools
- Help


COURSE MANAGEMENT

- ▼ Control Panel
  - ▶ Content Collection →
  - ▶ Course Tools
  - ▶ Evaluation →
  - ▶ Grade Center →
  - ▶ Users and Groups
- ▼ Customization →
  - Enrollment Options
  - Guest and Observer Access
  - Properties
  - Quick Setup Guide
  - Teaching Style
  - Tool Availability



b. Scroll to #3 (Set Availability) and click Yes. Then click Submit.

### 1. Name and Description

 Course Name

Course ID

Description

REC

Term

### 2. Classification

Subject Area

Discipline

### 3. Set Availability

*Make this course available to users?*

Make Course Available

Yes 

No

Use Term Availability  
(201430 is Available)

### 8. Submit

*Click Submit to proceed. Click Cancel to quit.*



## 14. Download Grades to an Excel Spreadsheet

- In your course, click on Grade Center, then Full Grade Center. In the upper right corner of the Grade Center there is a button called Work Offline. Click on that button and click Download.

**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position

| Last Name | First Name            | Last Access       | Availability | Weighted Total | Total       | OVERALL Disc | Wind Chill Adv | Talk about Tes | OVERALL Drop | Paper #1 Drop | Photoshop |
|-----------|-----------------------|-------------------|--------------|----------------|-------------|--------------|----------------|----------------|--------------|---------------|-----------|
| Evans     | Elizabeth             |                   | Available    | 99.63% (A)     | A- (118.85) | 95.00% (A)   | P              | 9.00           | --           | --            | --        |
| Frique    | Justin (Test Student) | August 14, 2014   | Available    | 75.00% (C)     | C+ (267.50) | --           | --             | --             | 75.00% (C)   | --            | --        |
| Gallanis  | Susan (Test Student)  |                   | Available    | --             | C- (70.00)  | --           | --             | --             | --           | --            | --        |
| Lecato    | Katlin                | November 14, 2014 | Available    | --             | --          | --           | --             | --             | --           | --            | --        |
| Zipay     | Katherine             | November 4, 2014  | Available    | --             | --          | --           | --             | --             | --           | --            | --        |

Selected Rows: 0

Icon Legend Edit Rows Displayed

- Select the data to download. The default is to download all grades. Under Options, click Comma for delimiter type. Click Submit.

**1. Data**

Select Data to Download

Full Grade Center

Selected Column   Include Comments for this Column

User Information Only

---

**2. Options**

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma  Tab

Include Hidden Information

Yes  No  
Hidden information includes columns and users that have been hidden from view.

---

**3. Save Location**

Select where to save the file.

Download Location

My Computer  Content Collection

Browse

---

**4. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- Click the Download button. An Excel file will download to your computer.

## Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.