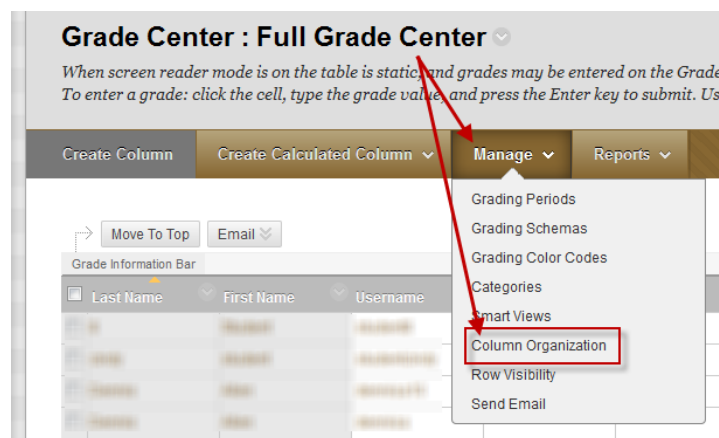




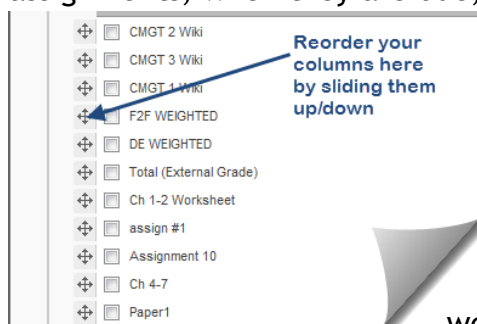
Clean Up Your Gradebook

Between mid-term and the end of the semester, it's a good idea to clean up your gradebook in Blackboard. You'll want to make sure you don't have any "hidden" columns or duplicate columns. [Remember, any hidden columns show up on the student's side, but not to you.]

1. Control Panel > Grade Center > Full Grade Center.



2. Reorganize the column order if you want to group columns according to assignments, when they are due, etc. Click Manage > Column Organization. Slide the columns up / down, however you want to order them. Click Submit and you will see the new ordering.



3. Check for hidden columns. Click Manage > Column Organization. Do you have any grayed-out columns that you a) forgot about; b) didn't know were hidden; c) thought were unavailable to students;

d) want to make available so you can remove them? Manage > Column Organization > check box(es) of column(s) you want to show > Show/Hide button at the top of the page > Show in Columns > Submit.

4. **Remove duplicate columns.** Click the dropdown for the column you want to remove. Click “Delete Column” and the column will be deleted. Don’t see the “Delete” option? That’s because that assignment has been created in a content area, the discussion board, or it is a test that was deployed. Once you are sure you really want that column gone, remove it from the content area where it is located. [Hint: if it is a test, go into Tests, Surveys, Pools (Control Panel > Tools), look for the name of the test and you’ll see where it is deployed. Go to the content area where the test is deployed and delete it.]
5. **Weighted Grades.** If you want to weight grades and have not set that up yet, do it now - don’t wait until the end of the semester because a) it’s quite easy and b) it will be one less thing to do at the end of the semester. It’s quite easy! You can weight by category, column, or category *and* column. By default, Blackboard has a few categories created. Go to Manage > Categories and look at the categories. Create a category if you want something different than the defaults. [Note: You cannot delete the defaults.] We have a tutorial on Creating Weighted Column.

SUMMARY: If you have single gradable items, e.g. Participation, Midterm Exam, Final Exam, then they do not need to be associated with a category. Categories are ideal for multiple quizzes, exams, discussions, assignments. When you create an assignment or test, assign a category to it under Test Options, then weighting grades is quick. Under the Weighted Total column, edit the column, and add columns and categories by clicking the items and the “>”, which will move them into the weighted box. Add the percentage applied to the category or column, e.g. the total test category is worth 40%, the participation column is worth 10%, etc. Keep going per your syllabus until you reach 100%. If you like to drop the lowest test score, you have that option when your tests are associated with the “test” category. Blackboard does the work for you. You do not have to tweak those Weighted Grade Settings each time you add a test or assignment or discussion as long as you have assigned a category to them; Blackboard automatically updates and includes the new gradable item in the Weighted Total. Check “calculate as running total” so students see what grade they have so far. You’re done! *For a complete Weighting Grades tutorial, see the PDF attached to the faculty support page on the Blackboard Blog.*

6. **Double check points and categories** by clicking the arrow in each column if you want to make sure points are correct and the appropriate category is assigned to each column. This is especially important when you weight grades. *You can also hover your mouse over the column name for a quick view in the Grade Information Bar above the top row of the gradebook.*

