

Using the Gradebook in Blackboard/Vista

To access Blackboard's orientation module for using the Gradebook:

- At the "My QCC" page (right after you log in), select "Blackboard Help—Blackboard Demos, Help, and How-Tos"
- Select The Teach Tab
- Scroll down to 5 and see 5.6 for the 8-page PDF file on using the Blackboard Gradebook.

Gradebook Interface

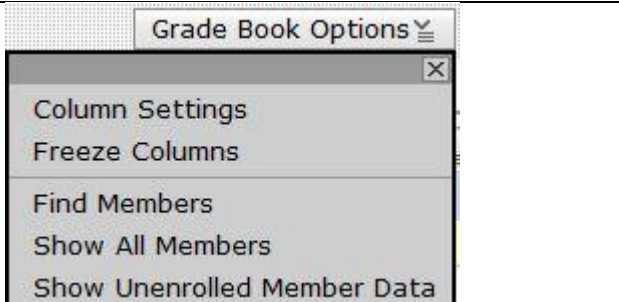
Grade Book



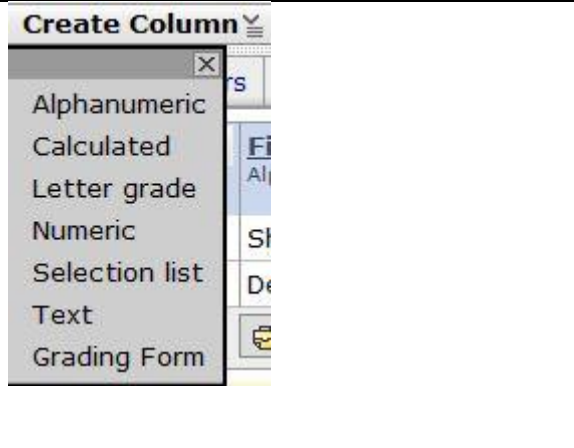
You may change the **display** (such as the order of columns) for any of the tabs.

If you need to **reorder** the column display, remember to select SAVE at the bottom of the window or the changes will not happen.

Options tool

<p>Use "Column Settings" to control options such as displaying or hiding columns for students, or to delete columns.</p>	 A screenshot of the "Grade Book Options" menu. The menu is titled "Grade Book Options" and has a close button (X) in the top right corner. The menu items are: "Column Settings", "Freeze Columns", "Find Members", "Show All Members", and "Show Unenrolled Member Data".
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Create Column Tool

<p>If you have created assignments or set up graded discussions, grading columns will appear for them. Columns you normally need to create are either values or calculated.</p> <ul style="list-style-type: none">• Values (usually numeric) columns are used to enter grades for assignments.• Calculated columns are set up to compute averages and the final grade• The letter grade transforms the number to a letter according to a default scheme (or one you create).	 A screenshot of the "Create Column" dropdown menu. The menu is titled "Create Column" and has a close button (X) in the top right corner. The menu items are: "Alphanumeric", "Calculated", "Letter grade", "Numeric", "Selection list", "Text", and "Grading Form".
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You need to know just two formulas to set up your Gradebook: AVERAGE and SUM.

Setting up the formula for simple averages

Edit Formula for: Discuss Ave

To create a formula for a calculated column, use the functions, numerals, operators and you create your formula, it appears in the preview box.
When you have finished creating your formula, click Save.

The screenshot shows a dialog box titled "Edit Formula for: Discuss Ave". At the top, a text area contains the formula: `AVG{[02. Glaspell],[03. Hawthorne/Freeman],[04. Bierce/Chesnutt],[05. Gilman/Chopin],[07. Fitzgerald],[08. Porter],[09. Faulkner/Wright],[10. O'Connor/Walker],[12. Lahiri]}`. Below this is a list of functions: SUM, MIN, MAX, AVG, Enter Another Value, and End Function. A central area prompts "Select a column to add to your formula:" and lists columns: 05. Gilman/Chopin, 07. Fitzgerald, 08. Porter, 09. Faulkner/Wright, 10. O'Connor/Walker, 12. Lahiri, Critical essay, Explication, Extra, Final, Final exam, Interpretation, and Midterm. To the right is a numeric keypad with operators: (,), +, -, *, /, ., and 0. At the bottom are buttons for Undo, Clear All, Save, and Cancel.

Setting up the formula for a final grade:
the SUM function with varying percentages.

Edit Formula for: Final

To create a formula for a calculated column, use the functions, numerals, operators and columns. As you create your formula, it appears in the preview box.

When you have finished creating your formula, click Save.

```
SUM{[Discuss Ave]*0.4+[Explication]*0.1+
[Interpretation]*0.1+[Critical essay]*0.2+[Final exam]
*0.2+[Extra]}
```

SUM

MIN

MAX

AVG

Enter Another Value

End Function

Select a column to add to your formula:

- 02. Glaspell
- 03. Hawthorne/Freeman
- 04. Bierce/Chesnutt
- 05. Gilman/Chopin
- 07. Fitzgerald
- 08. Porter
- 09. Faulkner/Wright
- 10. O'Connor/Walker
- 12. Lahiri
- Critical essay
- Discuss Ave
- Explication
- Extra

() +

7 8 9 -

4 5 6 *

1 2 3 /

0 .

Undo **Clear All**

Save **Cancel**