



Mastering the Grade Book



Blackboard Learning System™ - Vista Enterprise and CE Licenses

© 2007 Blackboard Inc.

All rights reserved.

The content of this manual may not be reproduced or distributed without the express written consent of Blackboard Inc. Users acknowledge that the manual, and all copyright and other intellectual and proprietary rights therein, are and at all times shall remain the valuable property of Blackboard and its licensors, or their respective successors or assignees. Users agree to respect and not to alter, remove, or conceal any copyright, trademark, trade name, or other proprietary marking that may appear in the manual.

Blackboard, the Blackboard logo, Blackboard Academic Suite, and Blackboard Learning System are either registered trademarks or trademarks of Blackboard Inc. in the United States and/or other countries.

Table of Contents

About This Workshop	5
The Grade Book Interface	6
The Grade Book Tabs.....	7
Setting Up the Grade Book	8
Default Columns.....	8
Column Types.....	9
Creating Columns	10
Alphanumeric, Selection List, and Text Columns	10
Calculated and Numeric Columns	11
Letter Grade Columns	11
Editing Columns.....	12
Editing Selection List Items.....	12
Editing Letter Grade Schemes.....	13
Editing Calculated Column Formulas	15
Modifying Column Settings	18
Modifying the Grade Book Display.....	20
Freezing and Unfreezing Columns	20
Reordering Columns.....	21
Sorting Columns	22
Hiding and Showing Columns.....	22
Grade Book Setup Summary Chart	23
Managing Members	24
Enrolling Members	24
Managing Individual Members	25
Managing Multiple Members	26
Finding Members	26
Managing Grades	29
Entering and Overriding Grades	29
Releasing Grades to Students	31
Viewing Column Statistics.....	32
Viewing Audit History	34

ABOUT THIS WORKSHOP

In this workshop, you will become comfortable working with the Grade Book as you learn to navigate and tailor it to your needs. After setting up the Grade Book, you will learn how to how to view, enter, change, and manage grades.

You will discover how to manage students with the Grade Book, including enrolling students, sending mail, and granting or denying access to the course. You will also learn to access audit trails and individual performance reports.

Topics

- The Grade Book Interface
- Setting Up the Grade Book
- Managing Members
- Managing Grades



Learning Outcomes

After completing this module, you will be able to:

- explain the available views in the Grade Book.
- create columns for storing or calculating data.
- modify column settings.
- change the Grade Book interface to suit your preferences.
- add, remove, deny, and grant access to students and auditors to your section.
- use the PeopleLinks feature to work with an individual member.
- make grades available to students.
- enter or override grades and view audit history.

THE GRADE BOOK INTERFACE

The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns.

Each row represents a member. By default, members are listed in alphabetical order by the Last Name column. You can also sort by other columns.

Each column contains a type of data. Some columns, such as Last Name and First Name, appear by default and cannot be deleted. Other columns are added by you or are created automatically when you create a grade-related item, such as a quiz or an assignment.

The screenshot shows the Blackboard Grade Book interface. At the top, there are buttons for 'Create Column', 'Enroll Members', 'Reorder', and 'Grade Book Options'. Below these are tabs for 'Grades', 'Members', 'View All', and 'Custom View'. The main area is a table with columns: Last Name (Alphanumeric), First Name (Alphanumeric), User Id (Alphanumeric), Role (Alphanumeric), Midterm (Calculated), and Final (Calculated). The table contains five rows of data:

<input type="checkbox"/>	Last Name	First Name	User Id	Role	Midterm	Final
<input type="checkbox"/>	Michael	F	MichaelF	Student	--	
<input type="checkbox"/>	Jarul	Vikram	VikramJ	Student	--	
<input type="checkbox"/>	Larousse	Marcia	MarciaL	Student	--	
<input type="checkbox"/>	Leighton	Tom	eddev	Section Instruct		
<input type="checkbox"/>	Lizta	Lizta	Lizta	Teaching Assist		

Below the table are buttons for 'Send Mail', 'Export to Spreadsheet', 'Grant Access', 'Deny Access', and 'Unenroll'. A yellow box at the bottom contains the following text:

(XX) - Indicates a grade that is partial or not complete
^XX - Indicates a grade that has been overridden

Callouts in the image:

- 'Columns contain data about section members' points to the Midterm and Final columns.
- 'Each row represents a student or other section member' points to a row in the table.

The Grade Book by Tab



The Grade Book is only available from the Teach tab.

The Grade Book Tabs

The Grade Book contains five tabs:

Grades	Members	View All	Custom View	SCORM Grades
---------------	---------	----------	-------------	--------------

Each tab has different groups of data columns and provides a different view of information about members, including designers, instructors, teaching assistants, students, and auditors.

This Grade Book tab...	Displays:
Grades	The default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.
Members	All default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information you want to store about students and auditors.
View All	All columns, grade-related or not.
Custom View	All columns initially. You delete and reorder columns to create your own view of member information.
SCORM Grades	Columns that are automatically added for gradable SCORM modules. This tab may not be available, depending on whether you have a SCORM module imported.

SETTING UP THE GRADE BOOK

You can customize the Grade Book to suit your needs. You can:

- create columns to calculate or average grades, generate a letter grade based on a numeric score, keep notes, and record any other data.
- edit columns - create or change formulas for calculated columns, create or edit selection lists, and edit numeric ranges for letter grade columns.
- modify column settings to control column attributes such as alignment, number of decimals, and whether the column is released to students.
- modify how some elements of the Grade Book are displayed and the order and visibility of columns.

Default Columns

The following columns appear in the Grade Book tool by default, and cannot be edited:

Last Name, First Name, User ID, Role

Contain members' information taken from their enrollment record.

Midterm and Final

Used to generate students' midterm and final grades. Only values from these columns can be exported to Student Information Systems (SIS). These are calculated columns by default, but can be edited.

Assessments

When a quiz or survey is created, a corresponding column is automatically created in the Grade Book which is automatically populated with grades as assessments are completed.

Discussions

When a gradable discussion topic is created, a corresponding column is automatically created. This column is automatically populated as discussions are graded.

Assignments

When a gradable assignment is created, a corresponding column is automatically created. This column is automatically populated as assignments are graded.

SCORM

When a SCORM module is imported, a corresponding column is automatically created. SCORM columns are only available from the SCORM sub-tab.

Note: The automatically populated grades can be manually overridden either within the assessment, discussion, or assignment tools or in the Grade Book.

Column Types

You can create the following column types in the Grade Book:

Column Type	Description	Example
Alphanumeric	Allows you to enter a short string of text or numbers.	An "Email Address" column to hold external email addresses.
Calculated	Displays the numeric result of a formula you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns.	A column that uses a formula to average students' grades for the first half of the semester to generate interim grades that allow students to see their progress.
Letter grade	Generates a letter grade based on the values of a numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.	A column converts the numeric grades for the midterm and final to letter grades.
Numeric	Allows you to manually enter numeric values only.	Quickly record numeric grades for participation.
Selection list	Allows you to select from a drop-down (selection) list of one or more values to describe or grade students.	A column titled, "Class," that contains the words, "Freshman," "Sophomore," "Junior," and "Senior."
Text	Allows you to enter an extended amount of words, phrases, or paragraphs.	A column for providing additional information.

Creating Columns

When you create a column, specifying that the column is grade-related will automatically add that column to the Grades tab as well as the View All and Custom View tabs.

Alphanumeric, Selection List, and Text Columns

The settings for alphanumeric, selection list, and text columns are the same.

⇒ To create an alphanumeric, selection list, or text column:

1. From the *Teach* tab, under Instructor Tools, click **Grade Book**. The Grade Book screen appears.
2. Click **Create Column**, and from the ActionLinks menu, click one: **Alphanumeric**, **Selection List**, or **Text**. The Column screen appears.
3. Enter the Column label and, from the drop-down list, select the *Alignment*.
4. Select whether the column is *Grade-related* and, if so, whether you want the column Released to Students.
5. Click **Save**. The column is added to the Grade Book.

Alphanumeric Column

Column Settings

* Column label:

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required field

Columns released to students appear in their My Grades tool

Calculated and Numeric Columns

The Column Settings for Calculated and Numeric columns are the same.

⇒ To create a Calculated or Numeric column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Calculated** or **Numeric** column. The Calculated or Numeric Column screen appears.

Calculated Column

Column Settings

* Column label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in the Grade Book.

Release Statistics:

* Required field

2. Enter the Column Settings and click **Save**. The column is added to the Grade Book.

Letter Grade Columns

⇒ To create a Letter Grade column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Letter Grade column**.
2. Enter the Column Settings and, from the drop-down list, select the numeric or calculated column on which you want to base the letter grade column.
3. Click **Save**. The column is added to the Grade Book.

Editing Columns

You must edit selection list columns and calculated columns before they can be used. You can edit letter grade columns if you want to change the numeric range associated with each letter grade.

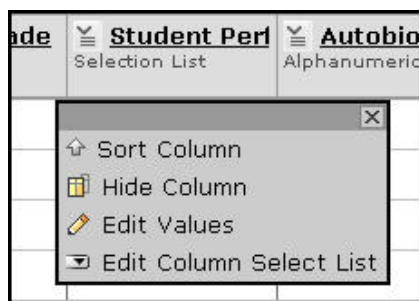
Note: Numeric, alphanumeric, and text columns can be added to the Grade Book and used without further setup.

Editing Selection List Items

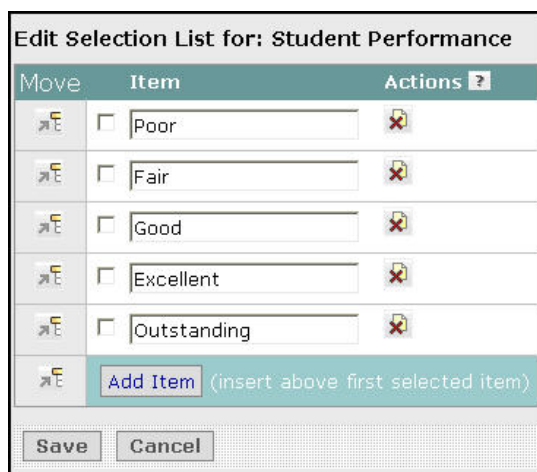
For selection list columns, you must specify the words or phrases to appear in the selection list. Make sure you have a selection list column before you start this exercise.

⇒ To edit selection list terms:

1. Locate the selection list column you want to edit and click its title. From the menu that appears, select **Edit Column Select List**.



2. Under Item, enter the first term you want to appear in the drop-down list and click **Add Item**. The screen updates and an additional text box appears.



3. Enter the remaining terms and click **Save**.

- To utilize this column in the Grade Book, click the column title and from the menu that appears, select **Edit Values**. A list of all members appears.

Edit Column: Class
Members 1-20 of 39

First Name	Last Name	User ID	Current Value	Change to	Selected Value
Christopher	Andalo	ecstudent01		a	a
Oliver	Angel	ecstudent04		--	

- For each student, select the appropriate value in the *Change To* column by using the drop-down menus.
- Click **Save**.

Editing Letter Grade Schemes

For letter grade columns, you can change the range of numeric grades each letter grade represents.

⇒ To edit a letter grade scheme:

- Locate the letter grade column you want to edit and click its title. From the menu that appears, select **Edit Column Letter Grade Scheme**.

Mid-term av	Final Grade	Autobiograp	P
Calculated (out of 100)	Letter Grade	Alphanumeric	Alpha
--			
--			
--			

- Sort Column
- Hide Column
- Edit Values
- Edit Column Letter Grade Scheme

- In the Grade and Range text boxes, enter the letter grade and the range it represents.
- Delete any unneeded rows by using the Delete icon in the Action column.

Edit Letter Grade Scheme for: Final Grade
 Base letter grade on column

Grade	Range	Actions ?
<input type="radio"/> A+	<input type="text" value="100"/> and above	
<input type="radio"/> A	<input type="text" value="90"/> or greater, and less than <input type="text" value="100"/>	<input type="button" value="X"/>
<input type="radio"/> B	<input type="text" value="80"/> or greater, and less than <input type="text" value="90"/>	<input type="button" value="X"/>
<input type="radio"/> C	<input type="text" value="70"/> or greater, and less than <input type="text" value="80"/>	<input type="button" value="X"/>
<input type="radio"/> D	<input type="text" value="60"/> or greater, and less than <input type="text" value="70"/>	<input type="button" value="X"/>
<input type="radio"/> F	less than <input type="text" value="60"/>	

(insert above selected)

Use the Delete icon to remove any unnecessary grade rows, such as "E"

Comment:

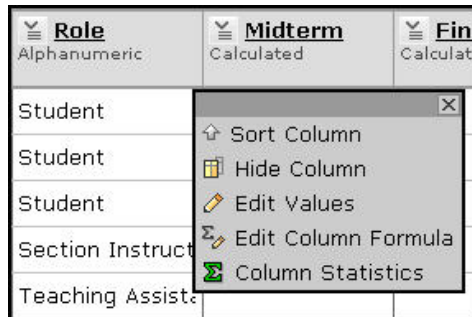
4. Click **Save** or **Save and Set as Default**. If you click Save and Set as Default, new letter grade columns will automatically use the same grade scheme.
5. The letter grade column automatically populates itself with letter grades based upon the column you specified.

Editing Calculated Column Formulas

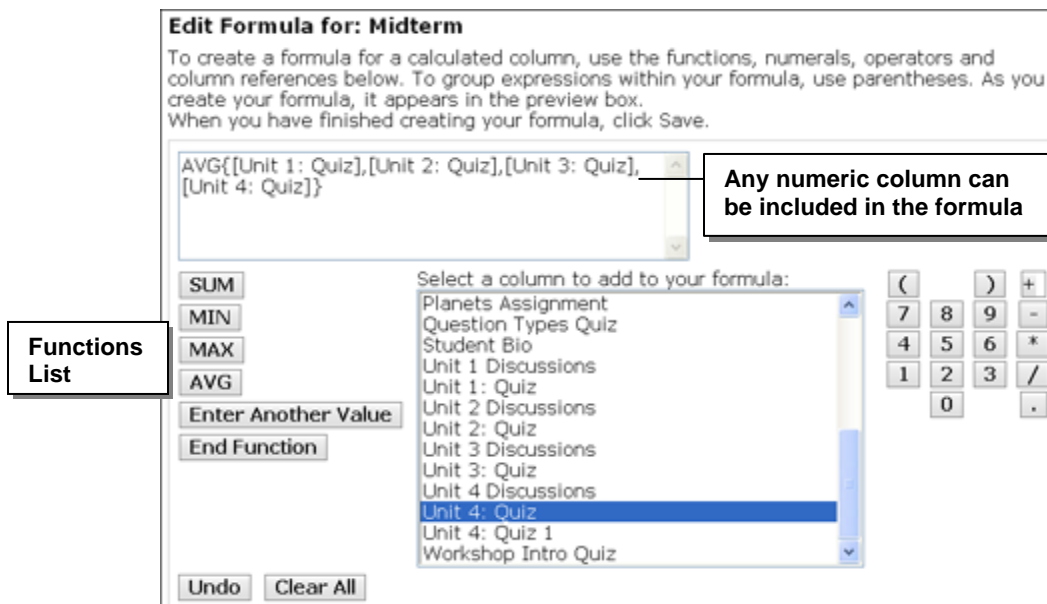
Once you've created a calculated column, you must edit its formula in order to specify which Grade Book columns to base its results upon.

⇒ To edit a calculated column formula:

1. Locate the column you want to edit and click its title. From the menu that appears, select **Edit Column Formula**.



2. Enter the formula using a combination of onscreen functions by using the numeric keypad, list of columns, and function buttons. You cannot edit the Formula text box by typing in it.



3. Scroll to the bottom of the screen and click **Save**. The calculated column will now populate itself based upon the formula you entered.

Guidelines for Editing Formulas

- **Undo** clears the last value entered in the Formula box.
- **Clear All** erases all values from the Formula box.
- Use your mouse to select numbers, symbols, and operators, on the interface's **numeric keypad** to create a formula. You can also include columns.

Example: To calculate a percentage based upon the raw score of a quiz, divide the raw score column (in this case - Unit 1 Quiz) by its total points possible, and then multiply by 100. Be sure to use parentheses.

$$([\text{Unit 1: Quiz}]/30)*100$$

- **MAX** (maximum), **MIN** (minimum), **AVG** (average) and **SUM** refer to a function performed on a list.

Example: To calculate the average of a set of scores, pick the AVG function, enter a value by selecting from the column list, click Enter Another Value and select another column, and then End Function.

$$\text{AVG}\{[\text{Unit 1: Quiz}],[\text{Unit 2: Quiz}],[\text{Unit 3: Quiz}]\}$$

Example: To take the highest score from three quizzes as the calculated column result, pick the MAX function, enter a value by selecting from the column list, click Enter Another Value and select another column, and then End Function.

$$\text{MAX}\{[\text{Unit 1: Quiz}],[\text{Unit 2: Quiz}],[\text{Unit 3: Quiz}]\}$$

Examples

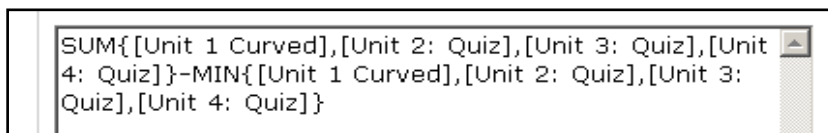
You can use calculated columns to perform common grade adjustments such as curving a grade or dropping the lowest score in a set of grades.

- Student performance on the Unit 1 Quiz was less than expected. Since it was the first online quiz for the class, you create a new column to add seven points to each student's grade.



[Unit 1: Quiz]+7

- Your students completed four 30-point unit quizzes, but you want to drop the lowest score, so only the three highest grades count.



SUM{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}-MIN{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}



Hands-On Practice: Creating and Editing Columns

- Create a numeric column titled *Project* for manually entering grades for a final project. The column should be grade-related and released to students.
- Create a new calculated column titled *Quiz Total*. Edit its formula so it will calculate an average score on the *Unit 1- 4 Quizzes*.

Use this formula: $AVG\{[Unit\ 1:\ Quiz], [Unit\ 2:\ Quiz], [Unit\ 3:\ Quiz], [Unit\ 4:\ Quiz]\}$

- Edit the existing *Midterm* column formula so it uses the *Quiz Total* column to calculate a percentage (points out of 100) instead of a point total (out of 30).

Use this formula: $([Quiz\ Total]/30)*100$

- Create a letter grade column titled *Letter Grade* based on the *Midterm* column. Be sure to delete unnecessary letters from the default scheme, such as "E." Specify the following letter grade scheme:

92 or above is an A

84 - 91 is a B

76 - 83 is a C

68 - 75 is a D

67 or less is an F

After entering the values, save them, and view the *Edit Letter Grade Scheme* screen again to see your changes.

- Check the Grade Book columns to be sure your formulas and letter grade scheme are producing correct results.
- Create a selection list column to record whether students are on-campus or distance students. The column should not be grade-related.
- Create a text column to record phone numbers. The column should not be grade-related.

Modifying Column Settings

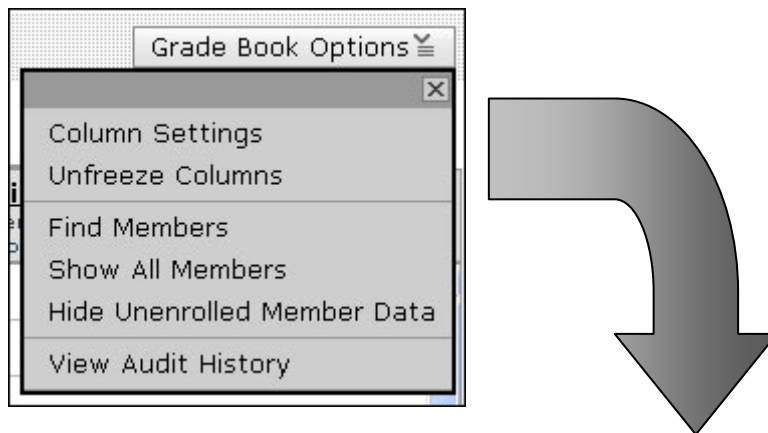
Column Settings determine how information appears in the columns and enables you to adjust the following attributes:

- column label - can be changed unless it is a default column, automatically created by a tool, or already contains data
- column type
- column alignment
- release column to students so it appears in My Grades
- graded column - if selected, the column will display on the Graded tab
- number of decimals
- maximum value of the column

Note: Depending on the column type, you may not be able to change specific settings.

⇒ To modify column settings:

1. From the Grade Book screen, click **Grade Book Options** and select **Column Settings**.



Column Settings

Create Column

Columns that are automatically created cannot be renamed

Columns you created can be renamed by clicking the linked label

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions ?						Σ	Σ	Σ	Σ
Label:	First Name	Last Name	User Id	Role	Autobiography	Final	<u>Final Grade</u>	<u>Mid-term average</u>	Midterm
Type:	Alpha	Alpha	Alpha	Alpha	Alpha	Calc	Letter	Calc	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes	Yes	Yes	Yes
Decimals:						2		2	2
Maximum value:						N/A		100	N/A
Source:									
Release Statistics:						None		None	None

Delete Release Do Not Release
 - Align - - Decimals - - Grade: -

Column Settings Screen

- To change a column label, click a linked label.
- To change the Type, Alignment, Decimals, or Maximum Value, click the linked value. A pop-up screen appears, allowing you to enter a new value.
- To change the **Released to Students and Grade Column** settings, click the **Yes/No** toggle.
- To edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen.

Modifying the Grade Book Display

You can modify the appearance of the information in Grade Book to suit your preferences. You can:

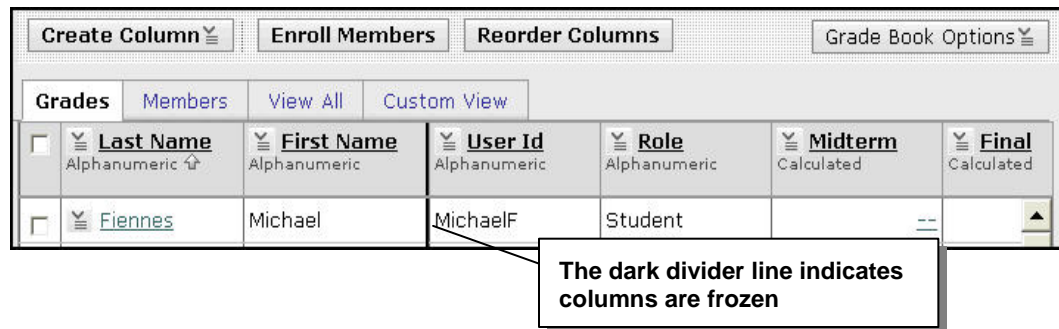
- freeze and unfreeze columns.
- re-order all of the columns, except Last Name and First Name.
- sort columns.
- hide or show columns, except Last Name and First Name.

Freezing and Unfreezing Columns

Freezing columns keeps the Last Name and First Name columns fixed on the screen while you scroll horizontally. It allows you to see the names that correspond to the column data easily. You can unfreeze columns if you wish.

⇒ To freeze or unfreeze a column:

1. From the Grade Book screen, click **Grade Book Options**. A pop-up menu appears.
2. Click **Unfreeze Columns** or **Freeze Columns** to toggle between the two views.

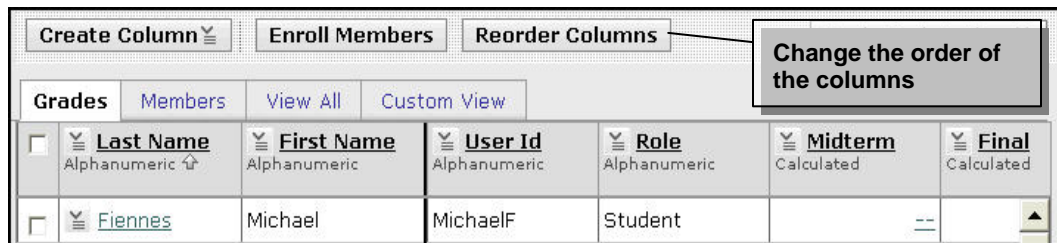


Reordering Columns

You can determine the left-to-right order of the columns. The order of columns is set on each Grade Book tab individually. By default, the Last Name, First Name, User ID, and Role columns appear first. Columns you create appear from left to right in the order they were created.

⇒ To reorder columns:

1. Locate the tab that contains the columns you want to reorder and click **Reorder Columns**.



2. The Reorder Columns screen appears with a list of columns displayed. The top column in the list is the leftmost column in the tab view.
3. Next to each column you want to move, select the check box.
4. Do one of the following:
 - Move the selected columns by clicking the appropriate **Insert Selected Columns Above** icon.
 - Insert selected items at the bottom of the list by clicking the last icon in the Move column. These items will appear farthest to the right in the Grade Book tab view.
5. Click **Save**. The tab you started on appears, with your changes.

Sorting Columns

You can sort columns in the reverse order in which they are currently sorted. For example, by default, the Last Name column is sorted alphabetically. To sort in reverse alphabetic order, sort that column.

⇒ To sort a column, locate the column you want to sort and from the *View Options for This Column* menu, click **Sort Column**.

Hiding and Showing Columns

You can determine which data columns display in each tab. You cannot hide the Last Name and First Name columns. When you hide a column, it is not deleted entirely, just hidden from view on the tab.

⇒ To hide one column at a time, click the title of the column you want to hide and select **Hide Column** from the menu that appears. After a column is hidden, this menu option toggles to Show Column.

⇒ To hide or show multiple columns:

1. Select the tab for which you wish to hide or show columns.
2. Click **Reorder Columns**.
3. Select individual columns or all of the columns at once.
4. Click the Hide button at the bottom of the screen
5. Click **Save**. The tab that you started on appears, and the columns are hidden.

Note: Perform the same process to Show columns.



If you feel you have “misplaced” a column by hiding it, go to **Reorder Columns**. You will see a list of all existing columns, hidden or shown, and you can then **Show Column**.

Grade Book Setup Summary Chart

Use the following chart to quickly determine where to access common Grade Book functions.

▼ Grade Book Main Screen > Select a Tab > then...	▼ Grade Book Options > Column Settings	▼ Both Locations
<p>For individual columns - click Column Title</p> <p>Sort Show/Hide Edit Values</p>	<p>Label * Type * Max Value * Delete Release Align Decimals Graded Column</p>	<p>Create Column Edit Column Formula Rename Delete</p>
<p>For multiple columns - click Reorder Columns</p> <p>Column Order Show/Hide</p>	<p>*For individual columns only</p>	

Hands-On Practice: Modify Columns and Change the Display

- Re-name the *Project* column you created earlier. Name it *Participation*.
- Set the *Midterm* and *Final* columns to display one decimal point.
- Re-order the columns to suit your preferences.
- Hide the *User ID* column for all tabs. **Hint:** go to **Reorder Columns**.
- Select the **Custom View** tab and hide all but a few columns to have a quick reference view of student grades.

MANAGING MEMBERS

Throughout the semester, you will use the Grade Book tool to enroll and manage students and other members. You can perform some operations on multiple members at one time.

For individual members, you can:	For multiple members, you can:
<ul style="list-style-type: none">• enroll them• unenroll them• grant and deny access to the course• edit member information and grades• send mail messages• view Performance Reports• view audit history	<ul style="list-style-type: none">• unenroll them• grant and deny access to the course• send mail messages• export their data to a spreadsheet

Enrolling Members

The Grade Book tool allows you to add students and auditors to your course.

Note: To add members to your course, you must know a member's username and they must already exist in the institution's database of users. If the members do not exist in the institution database, contact your administrator.

⇒ To enroll a member:

1. From the Grade Book screen, click **Enroll Members**. The Enroll Members into this Course screen appears.
2. Enter the exact username.
3. Select *Student* or *Auditor* and click **Enroll**. The screen updates, showing the member you want to enroll.
4. Click **Save**. The member is now enrolled into your course.

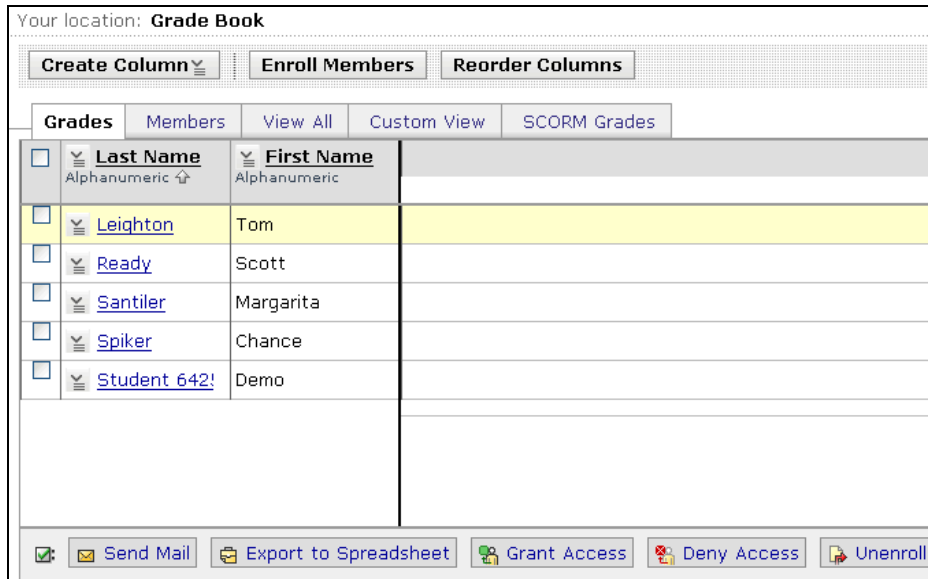
When you **unenroll** members, you prevent them from accessing the course, but you are still able to access grades and performance reports for the members. The users retain their usernames and can access My Blackboard and other courses.

Managing Individual Members

Once members are enrolled in your course, you can send them email, edit their information, view their performance reports, deny access to the course, or unenroll them.

⇒ To manage an individual member:

1. From any of the Grade Book tabs, click a linked member name. A pop-up menu appears.



The screenshot shows the Blackboard Grade Book interface. At the top, it says "Your location: Grade Book". Below this are three buttons: "Create Column", "Enroll Members", and "Reorder Columns". There are four tabs: "Grades", "Members", "View All", "Custom View", and "SCORM Grades". The "Members" tab is selected. The main area is a table with two columns: "Last Name" and "First Name". The "Last Name" column has a dropdown menu and is sorted "Alphanumeric". The "First Name" column is also sorted "Alphanumeric". The table contains five rows of member information:

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	
<input type="checkbox"/>	Leighton	Tom	
<input type="checkbox"/>	Ready	Scott	
<input type="checkbox"/>	Santiler	Margarita	
<input type="checkbox"/>	Spiker	Chance	
<input type="checkbox"/>	Student 642!	Demo	

At the bottom of the interface, there are five buttons: "Send Mail", "Export to Spreadsheet", "Grant Access", "Deny Access", and "Unenroll".

2. Select one of the following:

- Edit Member
- Send Mail
- View Performance Report
- Deny Access

Note: A red x mark appears beside the member's last name. When the member tries to access the course, he or she will see a message that access is denied. Denying access does not unenroll the user.

- Unenroll Member

Managing Multiple Members

You can save time by performing tasks on multiple members at one time. For instance, you could select a group of students who haven't completed a particular project and quickly send them an email reminder.

⇒ To manage multiple members:

1. From the Grade Book screen, select the members you want to manage. You can select all displayed members by selecting the check box in the table heading row.
2. Select one of the following:
 - Send Mail
 - Export to Spreadsheet
 - Grant Access
 - Deny Access
 - Unenroll

Finding Members

You can search for a set of members to perform common operations on them at one time. Search criteria you can use include:

- one or more of the columns in the Grade Book tool
- role type (e.g., students, teaching assistants, auditors)
- group membership
- any combination of the above

EXAMPLE

You can search for students who scored below 75% on a quiz and then send them an email message with suggestions for improving their performance.

⇒ To find members:

1. From the Grade Book screen, click **Grade Book Options** and click **Find Members** from the pop-up menu that appears. The Find Members screen appears.

Find Members

Show Members Whose:

Column:	Condition:	Value:
First Name	Contains	fiennes
- AND -		
First Name	C	

Roles contain do not contain Student
Teaching Assistant
Section Instructor
Auditor

Groups contain do not contain Field Trip Participants 1
Study Groups 1
Study Groups 2

2. To search by column:
 - a. From the Column drop-down list, select the column you want to search. Leave *contain* selected.
 - b. Enter a value in *Value* and click **Add Criteria**. Values are not case-sensitive.
3. To search by role, select the Roles check box and select the role from the box. Leave *contain* selected.
4. To search by group, select the Groups check box and select the group from the box. Leave *contain* selected.
5. Click **Run Query**. The tab where you started your search appears, displaying members that meet your criteria.

When you search for members, **only those members who meet your criteria are displayed on all tabs.**



You can also specify that a search does not contain a value you specify. For example, you can specify to search by roles and exclude Teaching Assistants from your search.

⇒ To return to displaying all members:

1. From the Grade Book screen, click **Grade Book Options**.
2. Click **Show All Members** from the pop-up screen that appears. All members appear on all tabs again.

Hands-On Practice: Managing Members

- Send a Mail message to the demo student.
- Select several students and deny them access.
- Find members that meet the criteria you specify. Use your search results to send a Mail message to those students.
- Return to showing all members in your Grade Book.

MANAGING GRADES

You can perform many grade management tasks in the Grade Book, including:

- entering or overriding grades
- viewing student submissions
- releasing grades to students
- viewing column statistics
- viewing audit history

Entering and Overriding Grades

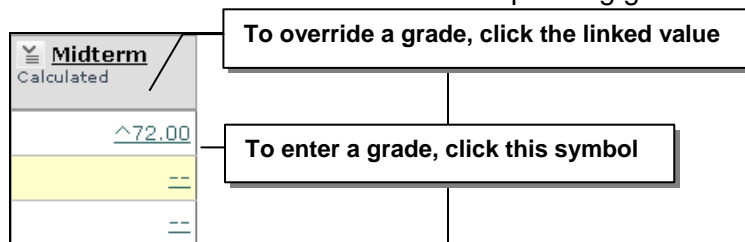
You can enter grades directly into manually created columns, which are not automatically filled in by a tool. For example, you can enter grades into columns you created to record grades for overall participation.

You can override grades for columns that contain data that has been automatically filled in for a quiz, assignment, or gradable discussion. You may also override values in calculated or letter grade columns.

For example, you can override values for a quiz if you've determined the quiz was too difficult. When you override a grade, a caret symbol (^) is added to the cell to indicate the data has been overridden.

⇒ To enter or override a grade for a single student:

1. Locate the student and then the corresponding grade.



The Edit Value screen appears.

2. In the *Change To* box, enter the value.

Edit Value for: Midterm

Member: Vikram Jarul

Revert to Original:

Change To:

Comment:

3. Enter a Comment to appear in the Audit History (optional).
4. Click **Save**. The new grade appears in the Grade Book screen.



An alternative way to edit grades for individual students is by clicking the linked member name and selecting Edit Member in the menu that appears.

⇒ To enter or override grades for multiple students:

1. Click the title of the column you are overriding grades for and select **Edit Values** from the menu that appears. The Edit Column screen appears.

Edit Column: Midterm

Members 1-6 of 6

First Name	Last Name	User Id	Current Value	Change to	Comment
Michael	Fiennes	MichaelF	^72.00	<input type="text" value="72.00"/>	<div style="border: 1px solid gray; height: 40px;"></div>
Vikram	Jarul	VikramJ		<input type="text" value="N/A"/>	<div style="border: 1px solid gray; height: 40px;"></div>

2. Enter the grade for each student.
3. Add a comment to appear in the Audit History (optional).
4. Click **Save**.

Viewing Student Submissions

You can view student submissions on assessments, assignments, and graded discussions directly from the Grade Book. When you view submissions for a grade-related column, you are linked directly to Assessment Manager, Assignment Dropbox, or the Discussion Activity Overview page. From there, you can view submissions and assign grades.

EXAMPLE While you are reviewing student grades for a Discussion in Grade Book, you become curious about an unusually low score. You use the ActionLinks menu for that Grade Book column to quickly view the discussion submissions, without having to navigate to the Discussion tool.

Grading is also performed from the Assessment Manager, Assignment Dropbox, and Discussions tool, but accessing submissions directly from Grade Book is a convenient feature.

⇒ To view student submissions in Grade Book:

1. From the Grade Book screen, click the ActionLinks menu for any grade-related column.
2. Select **View Submissions**. The appropriate screen for the grade-related column appears. You can view and modify grades from this screen.
3. Use the breadcrumbs to return to Grade Book.

The screenshot shows the Grade Book interface. At the top, it says "Your location: Grade Book". Below that are buttons for "Create Column", "Enroll Members", "Grade Book Options", "Import from Spreadsheet", and "Reorder Columns". There are tabs for "Grades", "Members", "View All", "Custom View", and "SCORM Grades". The main table has columns for "Last Name", "First Name", "Unit 1: Qu", "Unit 2: Qu", and "Unit 3: Qu". The rows list students: Andalo, Anael, Berlin, Bo, and Brinadal. An ActionLinks menu is open over the "Unit 1: Qu" column for Christopher Andalo, with "View Submissions" selected. An arrow points from this menu to the "Assessment Manager" window. The Assessment Manager window shows "Your location: Grade Book > Assessment Manager" and "Assessment Manager". It has buttons for "Graded", "Not Graded", "Not Submitted", and "All". Below that, it says "View all submissions." and shows a table for "Unit 3: Quiz" with 24 Graded, 0 Not Graded, and 4 Not Submitted (1 In F). The grade displayed is the Average of the Student's a. The table has columns for "Name", "Grade", "Attempt", and "Status". The row for Christopher Andalo shows a grade of 30, attempt 1, dated January 5, 2006, 3:59 PM, and status "Graded".

Releasing Grades to Students

If the My Grades tool has been added to the Course Menu, students can access their grades. You determine which grades students see by releasing the associated columns in the Grade Book. You can release only grade-related columns. If you release columns that are not grade-related, students will not see them.

⇒ To release grades:

1. From the Grade Book screen, click **Grade Book Options** and select **Column Settings**. The Column Settings screen appears.
2. Do one of the following:
 - To release a single column, click **No** in the Released to Students row to change it to **Yes**.
 - To release several columns, select the columns' header check boxes and click **Release** at the bottom of the screen.

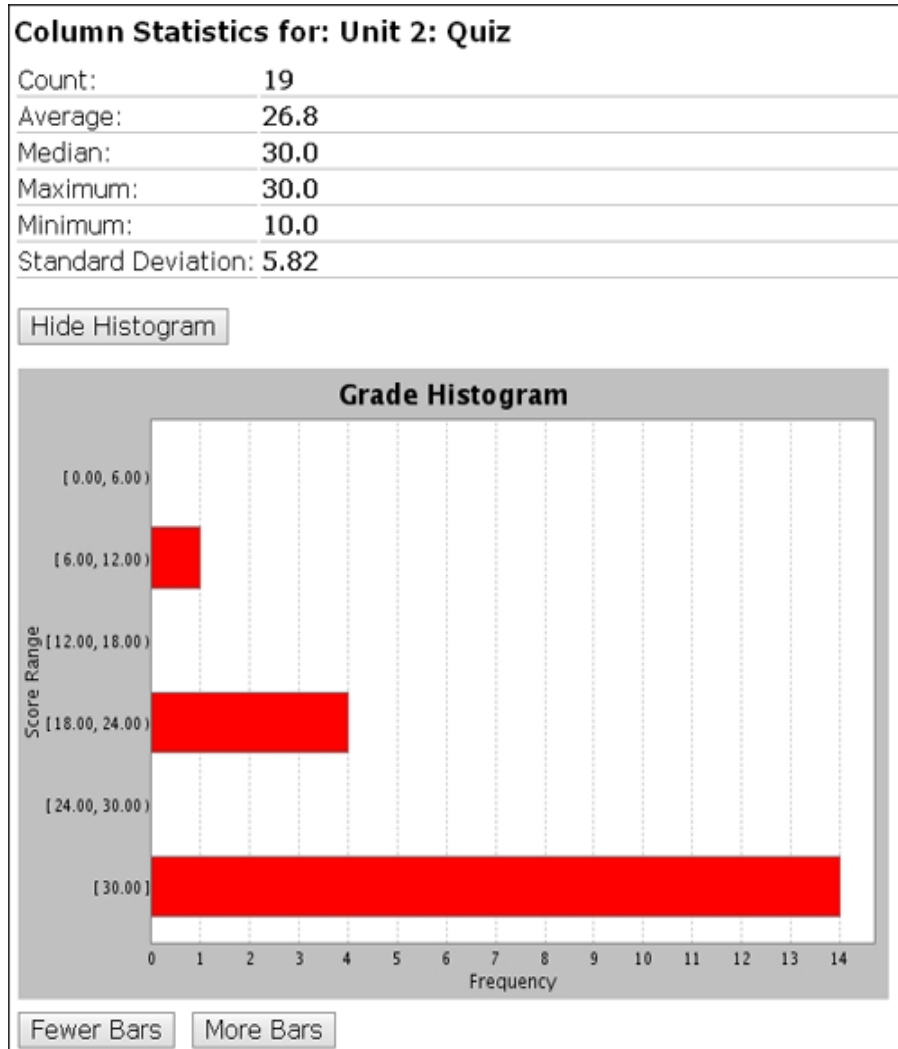
Viewing Column Statistics

You can view the following statistics for calculated, numeric, and alphanumeric columns from the Grades, View All, or Custom View tabs:

Count	total number of values in the column
Average	average value of all values in the column
Median	middle value in a distribution of column values
Maximum	maximum column value
Minimum	minimum column value
Standard Deviation	measure of the variation in a distribution of column values

⇒ To view column statistics:

1. Click the title of the column you want to view statistics for and select **Column Statistics** from the menu that appears. A new window displays the statistics.



2. Adjust the view by using the Fewer Bars and More Bars buttons.
3. Click **OK** to close the window.

Viewing Audit History

You can view a history of all changes to grades. **Audit History** displays the date and time of change and indicates which user made the change.

⇒ To view the audit history for a single student:

1. From any of the Grade Book tabs, click a linked member name and select **Edit Member** in the pop-up window. The Edit Member screen appears.
2. Next to the student's name, click **View Audit History** to display all changes made to all columns for this student.

Grade Audit History Marcia Larousse						
Member	Date/Time	Column	User	Old Grade	New Grade	Comment
Marcia Larousse	March 8, 2005 9:38 AM	Grade	Marcia Larousse (Section Instructor, Section Designer)		C+	
Marcia Larousse	March 13, 2005 4:42 PM	Midterm	Marcia Larousse (Section Designer, Section Instructor)		77	
Marcia Larousse	March 13, 2005 4:43 PM	Final	Marcia Larousse (Section Designer, Section Instructor)		65	
Marcia Larousse	March 13, 2005 4:44 PM	Final Letter Grade	Marcia Larousse (Section Designer, Section Instructor)		B-	
Marcia Larousse	March 15, 2005 1:23 PM	Final	Marcia Larousse (Section Designer, Section Instructor)	65	70	Student submitted extra credit work.

[Export Log](#) [Done](#)

3. Click **Done**.

Hands-On Practice: Managing Grades

- For the demo student, use columns you created in earlier activities to:
 - enter a Participation grade
 - add a phone number
 - indicate whether the student is on-campus or a distance student
- Change a student's grade on one of the quizzes. In the Comments text box, enter a reason for the change of grade. View the Audit History.
- View the grade changes you just made in the Grade Book screen.
- View student submissions for a column and return to Grade Book.