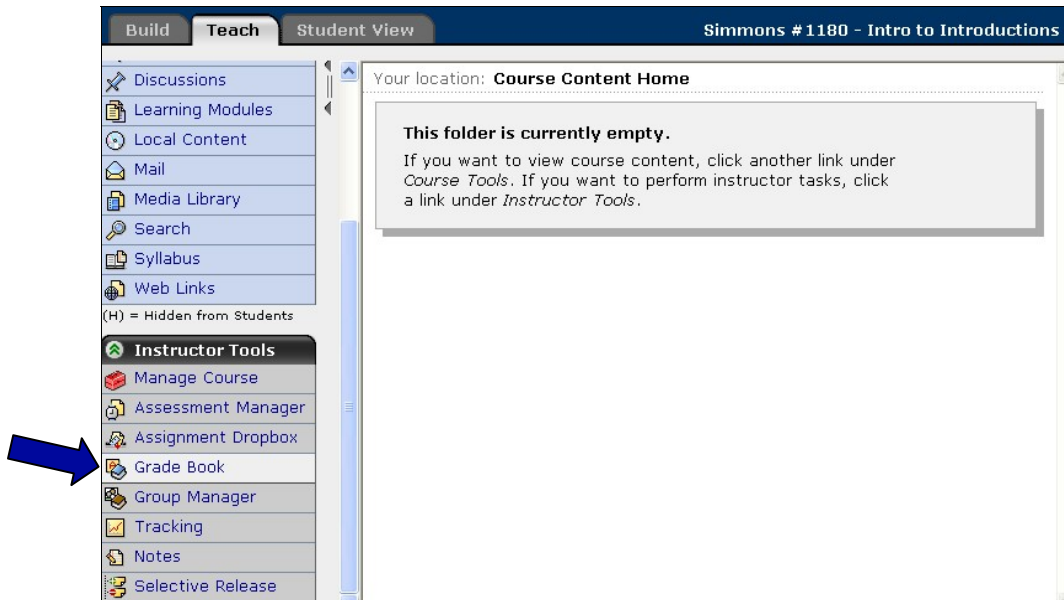


How to Manage the Grade Book

1. From the **Teach** tab, scroll down and click **Grade Book**.

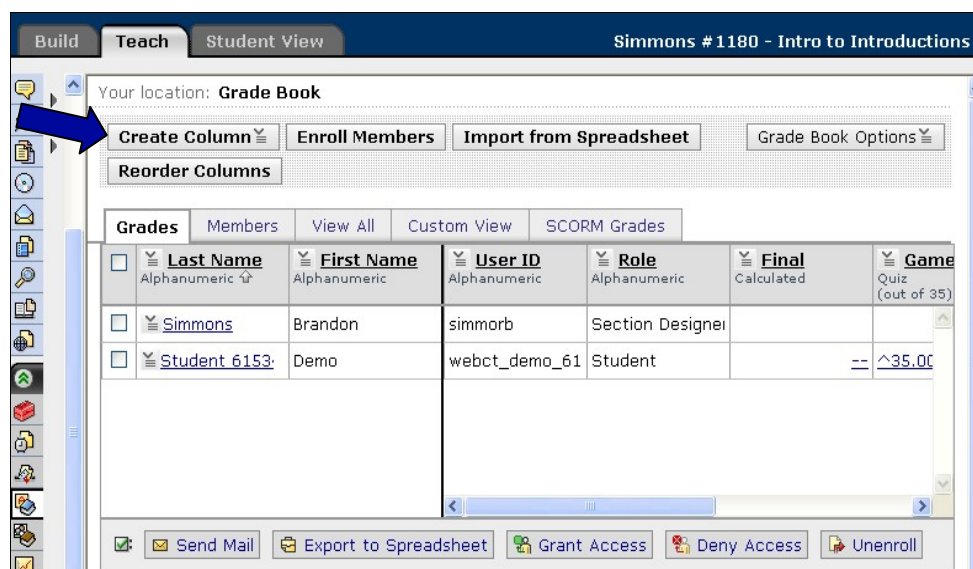


2. The Grade Book in Blackboard is slightly different than in WebCT CE:

*The *Last* and *First Names* are always listed on the left. You may scroll through the columns using the scroll bar at the bottom.

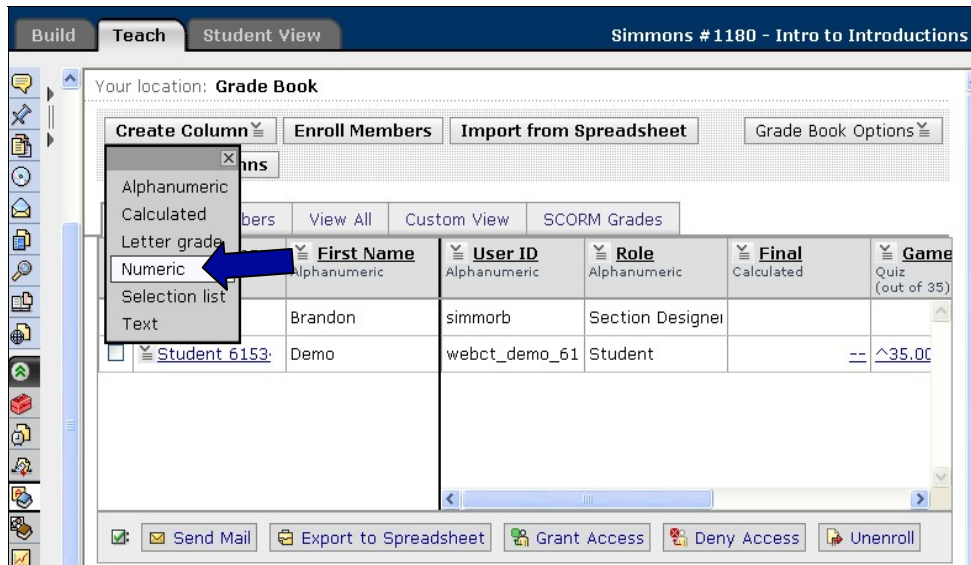
*Blackboard lists *20 students per page*. You may view all students at once by clicking *All* from the dropdown menu at the bottom right. However, you can only edit 20 grades at a time.

To create a new column, click **Create Column**.

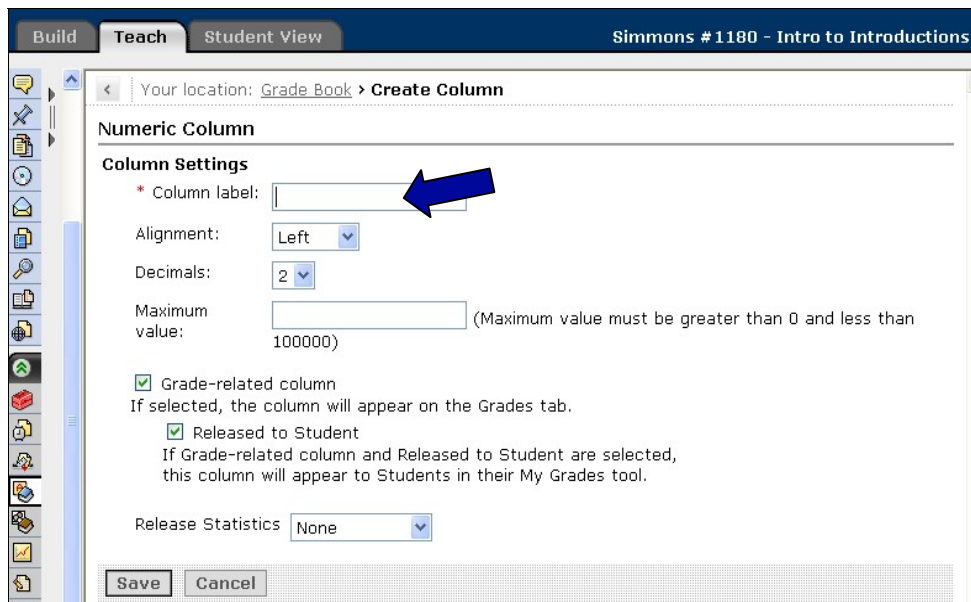


How to Manage the Grade Book

3. Select a column type.

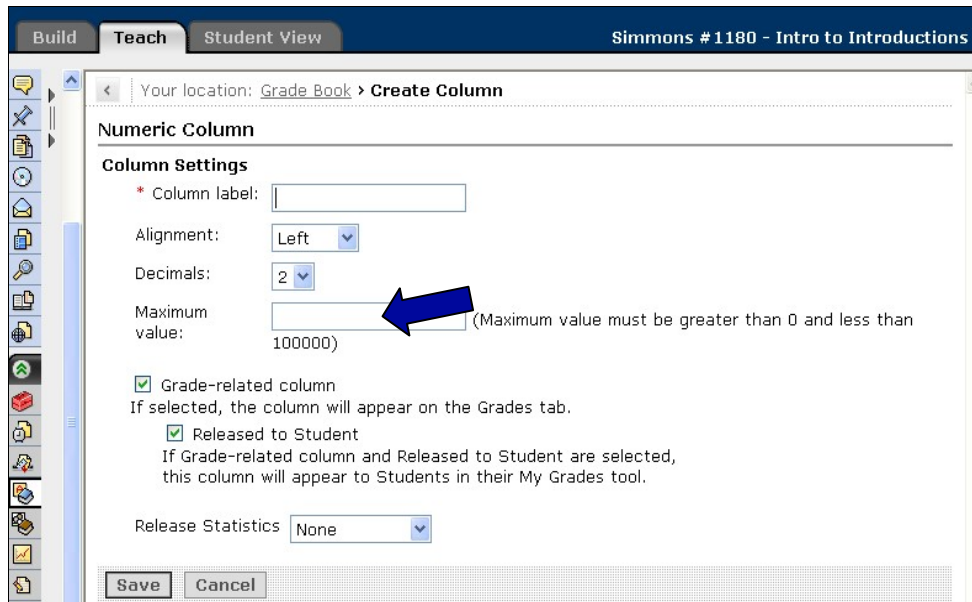


4. Enter a Column label.



How to Manage the Grade Book

5. Enter the maximum score possible in the **Maximum value** field.



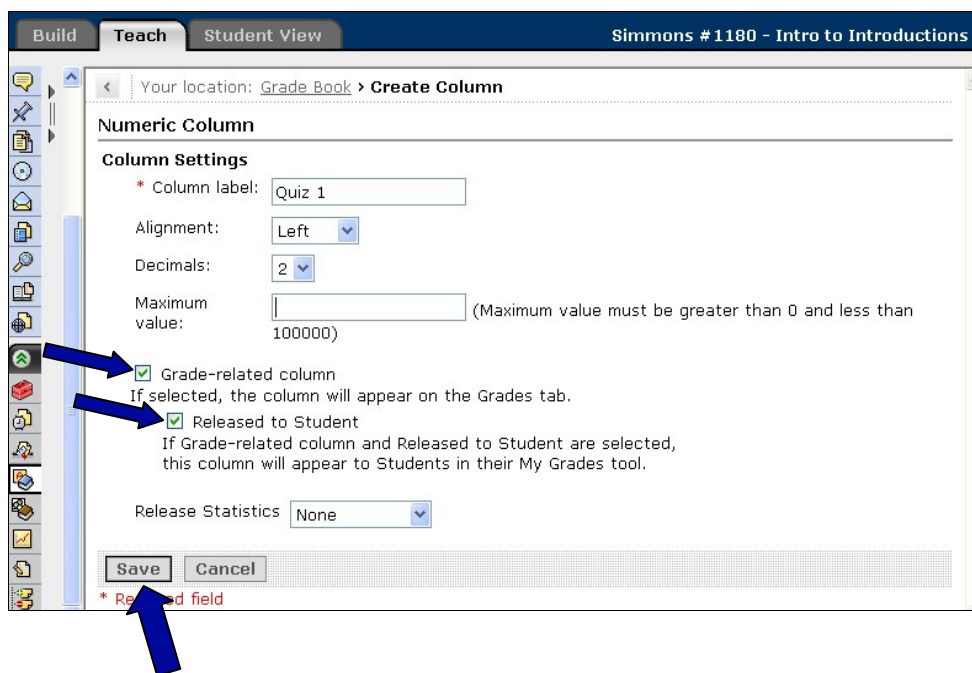
The screenshot shows the 'Create Column' dialog box in the 'Teach' tab. The 'Column Settings' section includes the following fields and options:

- * Column label: [Empty text box]
- Alignment: Left (dropdown)
- Decimals: 2 (dropdown)
- Maximum value: [Empty text box] (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 their My Grades tool.
- Release Statistics: None (dropdown)

Buttons: Save, Cancel

6. You may choose to have the column displayed on the Grades tab (select **Grade-related column**) and to allow students to see their grade (select **Released to Students**).

Click the **Save** button.



The screenshot shows the 'Create Column' dialog box in the 'Teach' tab. The 'Column Settings' section includes the following fields and options:

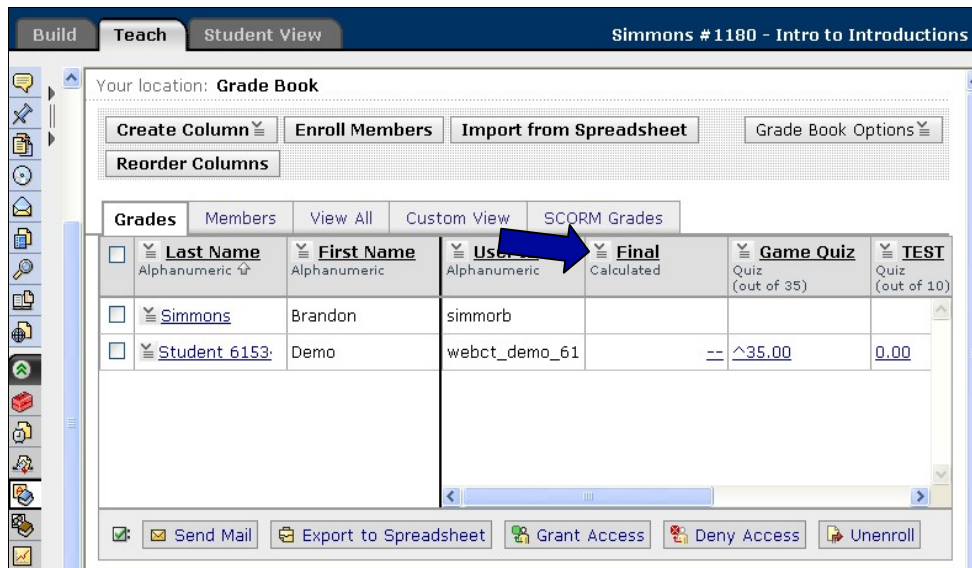
- * Column label: Quiz 1
- Alignment: Left (dropdown)
- Decimals: 2 (dropdown)
- Maximum value: [Empty text box] (Maximum value must be greater than 0 and less than 100000)
- Grade-related column
If selected, the column will appear on the Grades tab.
- Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.
- Release Statistics: None (dropdown)

Buttons: Save, Cancel

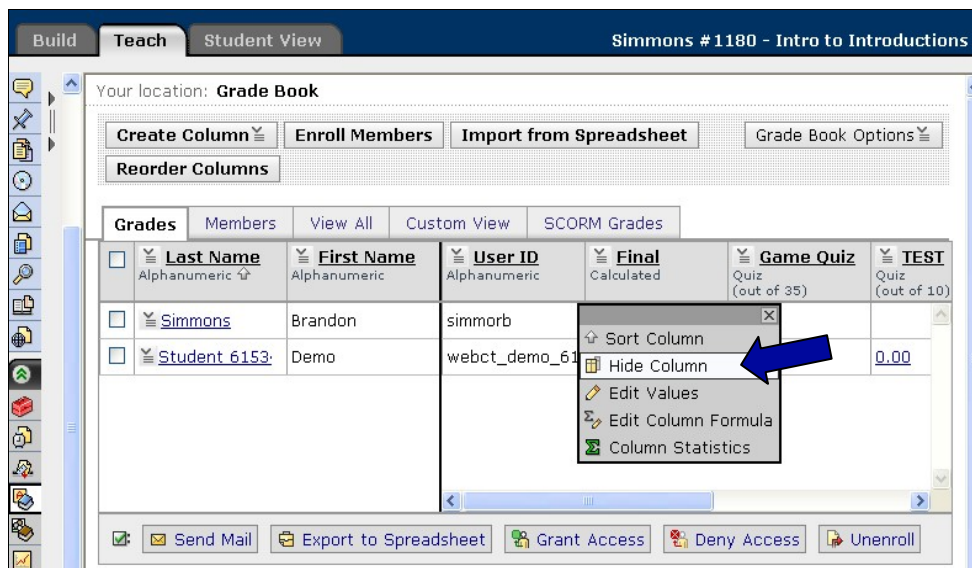
* Required field

How to Manage the Grade Book

- You may hide columns from the Grade Book section by clicking the action link next to the column.



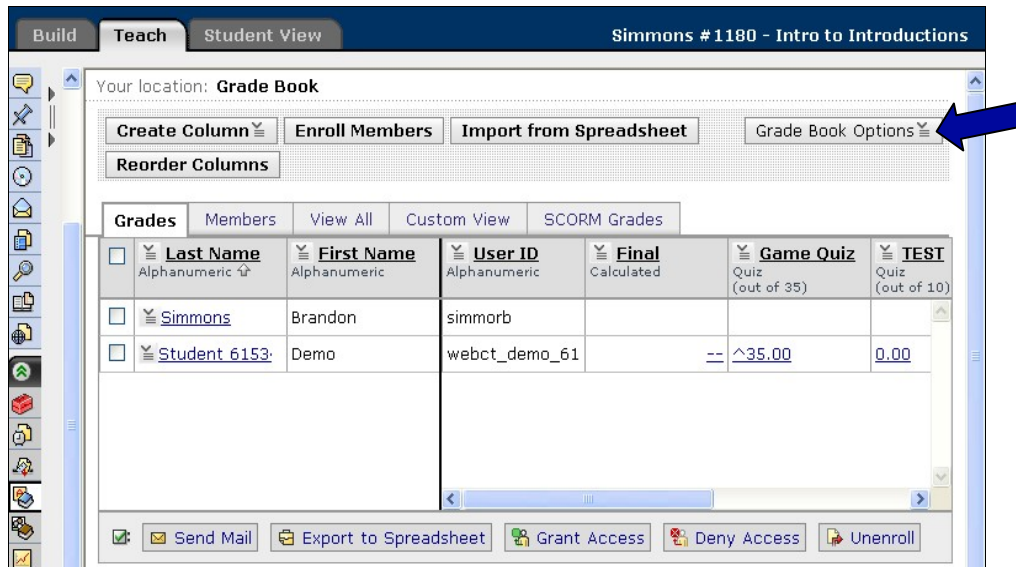
- Select the **Hide Column** link.



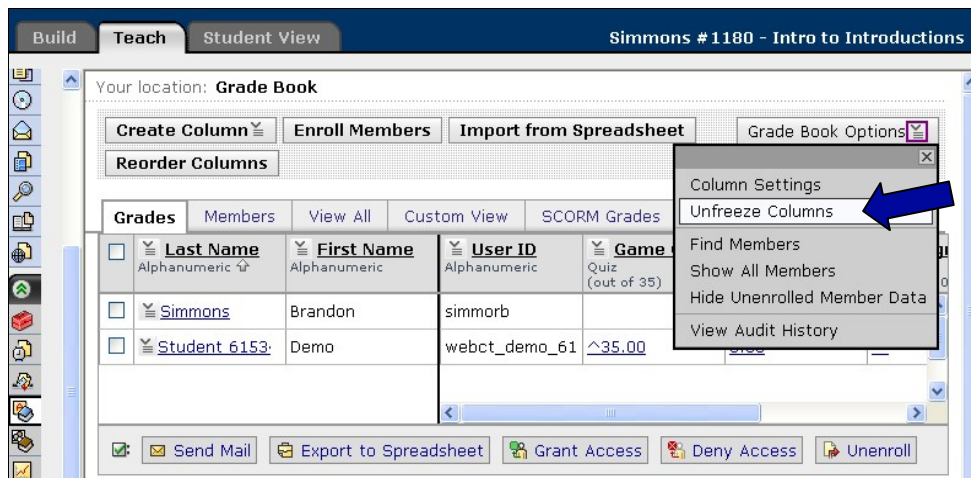
How to Manage the Grade Book

- The two columns that stay static on the left are “frozen” (they do not move when you scroll). You may unfreeze those columns.

To do so, select the **Grade Book Options** action link.



- Select the **Unfreeze Columns** link.



How to Manage the Grade Book

- The columns on the left are now unfrozen. You can see this because there is no black bar to the right of **First Name** and no scroll bar.

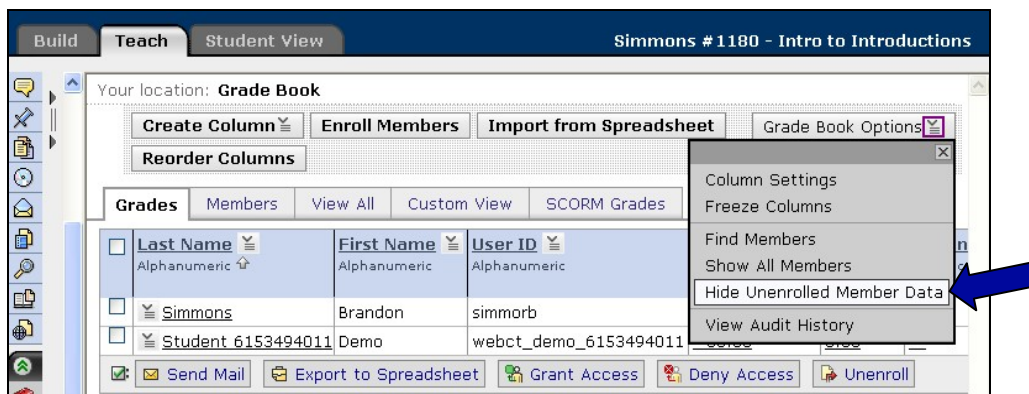


- You may also hide students who have unenrolled from your class.

Select the **Grade Book Options** action link.

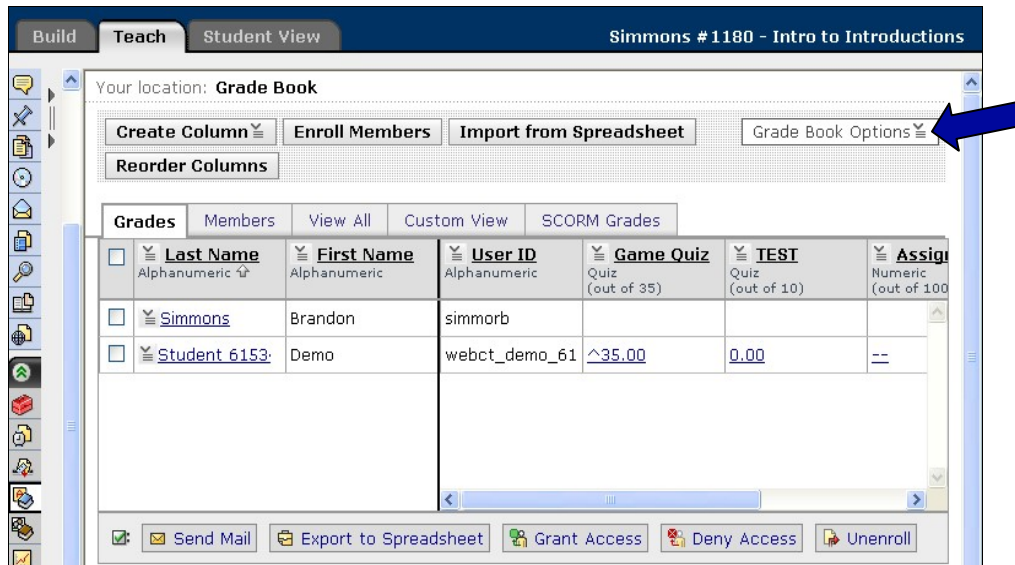


- Select the **Hide Unenrolled Member Data** link.

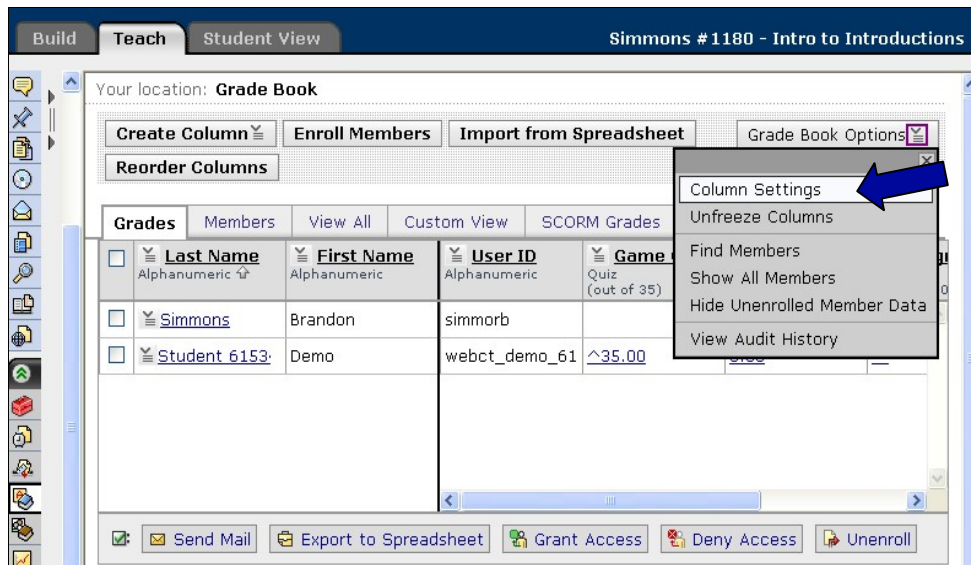


How to Manage the Grade Book

- For more options, click the **Grade Book Options** action link.

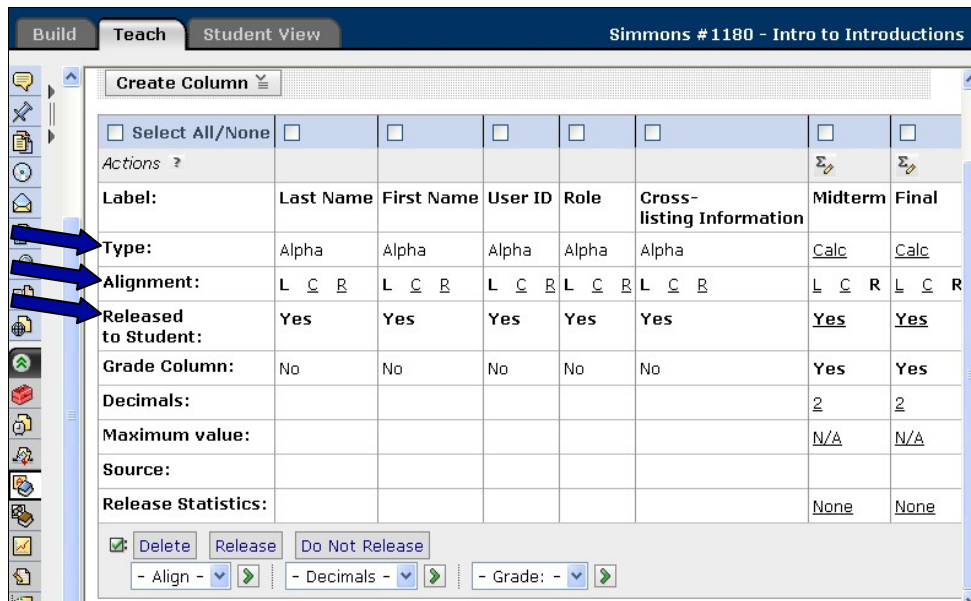


- Select the **Column Settings** link.



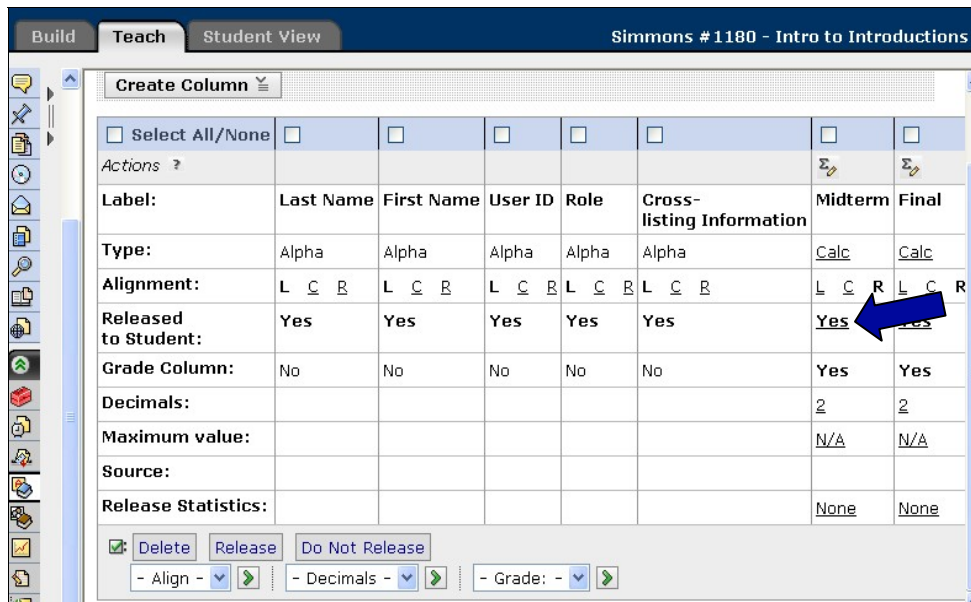
How to Manage the Grade Book

16. Here you may change column **Type** and **Alignment** and whether or not students can see their grades.



Label:	Last Name	First Name	User ID	Role	Cross-listing Information	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C B	L C B	L C B	L C B	L C B	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	No	Yes	Yes
Decimals:						2	2
Maximum value:						N/A	N/A
Source:							
Release Statistics:						None	None

17. If you would like to change an option, simply click the link.



Label:	Last Name	First Name	User ID	Role	Cross-listing Information	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C B	L C B	L C B	L C B	L C B	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	No	Yes	Yes
Decimals:						2	2
Maximum value:						N/A	N/A
Source:							
Release Statistics:						None	None