The Gradebook posts all student grades associated with tests and assignments. The gradebook also accommodates scores for work completed outside of the Blackboard Learning System.

The Gradebook opens to the View Spreadsheet page. The spreadsheet lists Students in rows and graded items in columns. All features of the Gradebook can be accessed through the spreadsheet.

After logging into your Course, the Blackboard Academic Suite page appears. It's time for you to try!

In this demo, you are going open the Gradebook and add an item. Once you add your assignment, the next part of this demo will take you through how to manage your items.

The Gradebook is a Control Panel menu item.
Slide 5
Slide notes:
Text Captions: Select Gradebook
Select Gradebook

Slide 6
Slide notes:
Text Captions: Click on the Add Item button
Click the Add Item button

Slide 7
Slide notes:
Text Captions: Type: HW1 in the Item name box and press Enter

Slide 8
Slide notes:
Text Captions: Select Aug as the month due
Please select Aug
Slide 9
Slide notes:
Text Captions: Select 02 as the date due
Please select 02

Slide 10
Slide notes:
Text Captions: You’ve worked pretty hard so far, so I’ll take this one if you don’t mind!

I’ll click this box to add a checkmark that will specify Aug 2 2007 as the due date.

Slide 11
Slide notes:
Text Captions: Type: 10
for the number of possible points the student can achieve on this assignment and press Enter
(10 is just the example we are using here)

Slide 12
Slide notes:
Text Captions: Select Score as the grading option
Please select Score
Slide 13
Slide notes:
Text Captions: The default is set to make this item visible to students

Slide 14
Slide notes:
Text Captions: Now just click Submit
Click the Submit button
We will leave the default for both Make item available and Include item in calculations

Slide 15
Slide notes:
Text Captions: Select Manage Items
Select Manage Items option
Notice that HW1 is now added.
Let us now step through how to manage our Gradebook items

Slide 16
Slide notes:
Text Captions: Select a number to specify the order of items in the Gradebook
Slide 17
Slide notes:
Text Captions: You can specify the order of the Gradbook items.
Select 2 from the drop-down box to move this item second
Select 2, please

Slide 18
Slide notes:
Text Captions: The items are now in a selected order
You are going to modify HW 2 assignment so click Modify to the right of the item.
Select Modify

Slide 19
Slide notes:
Text Captions: Select Yes
Select Yes
When you created your class, you posted all of your assignments. At this time, you chose not to display these items to students.

Now you want to make the HW 2 assignment available.

Slide 20
Slide notes:
Text Captions: Click the Submit button to send your message
Click Submit
Slide 21
Slide notes:
Text Captions: Click OK to return to Manage Items menu
Click OK

Slide 22
Slide notes:
Text Captions: Click Remove to delete an item
The other option available in Manage Items is Remove.
To delete an item, select the Remove button to the right of the item.
Click OK

Slide 23
Slide notes:
Text Captions: Select OK to confirm deleting the item
Click OK

Slide 24
Slide notes:
Text Captions: Click OK to return to Manage Items
Click OK
This concludes this interactive demonstration!
Thank you!
EXCELLENT!

See you next time!