The Blackboard Gradebook enables instructors to enter grades for students' works completed outside of the Bb System. Instructors have the option to enter a grade in the Manual grade field. Note that there is an Override field, where grades entered will be displayed as current in the gradebook. Instructors may record a manual grade, and later replace it by entering a new grade in the Override field. The grade that is used for calculations and is shown to students is the grade in the Current Grade field.

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Text Captions: Select Gradebook

Text Captions: The Gradebook opens to a Spreadsheet View.

Text Captions: Select HW 1 to record student grades for this item.
Slide 9
Slide notes:
Text Captions: Select Item Grade List

Slide 10
Slide notes:

Slide 11
Slide notes:
Text Captions: Enter in a score for this student in the Manual Grade text box.

Slide 12
Slide notes:
Text Captions: Press the Tab key after entering a score.
Slide 13
Text Captions: Enter in the next score.

Slide 14
Text Captions:

Slide 15
Text Captions: Press Tab. Enter in the Grade for the last student on the list.

Slide 16
Text Captions:
Slide 17
Slide notes: Text Captions: Select Submit

Slide 18
Slide notes: Text Captions: Select Submit

Slide 19
Slide notes: Text Captions: Select Submit

Slide 20
Slide notes: Text Captions: Select OK.
Slide 21
Slide notes:
Text Captions: Select a Student name to view another Option for modifying grades.
The grades entered are displayed for the item.

Slide 22
Slide notes:
Text Captions: Select User Grade List.

Slide 23
Slide notes:
Text Captions: There is an Option to enter an Override grade for a student. If this is done, the Override grade will be the Current grade that displays in the Gradebook.

Slide 24
Slide notes:
Text Captions: Enter in a grade in the Override text box.
Slide 29
Slide notes:
Text Captions: The grade entered is displayed.

Slide 30
Slide notes:
Text Captions: The grade entered is displayed.

Slide 31
Slide notes:
Text Captions: Select the cell for another Option for modifying grades.

Slide 32
Slide notes:
Text Captions: The Manual Grade has been entered.
Slide 33
Slide notes:
Text Captions: Select Submit.

Slide 34
Slide notes:

Slide 35
Slide notes:
Text Captions: Select OK.

Slide 36
Slide notes:
Text Captions: You have now completed the process of entering grades for students.