



Creating Quarterly Grades in Blackboard

A Blackboard Learning Services Tip Sheet

Introduction The Gradebook in *Blackboard Learning System* (Release 6) is more robust and flexible than ever before. This creates tremendous possibilities for K-12 teachers, who face unique challenges in using a course management system.

This tipsheet will provide steps for customizing the Gradebook to accommodate quarterly grades. By organizing your Gradebook by quarters, you can update and present your students with a clean slate at the start of every quarter, without having to erase and permanently delete any gradebook data.

Although designed for K-12 teachers and their assistants, Higher Education instructors who use a quarterly system will also find this tip sheet helpful.

Gradebook Setup

Renaming Assessments The first step is to rename each of your Gradebook items to reflect the quarter in which the work was assigned and completed. For this example, we're adding the designation "Q1", "Q2", etc. to the beginning of the name of each item. When we are done, it will look like this:

Student Name (Last, First)	Exam Pts Possible: 6 Weight: 0%	Exam Pts Possible: 5 Weight: 0%	Assignment Pts Possible: 10 Weight: 0%	Exam Pts Possible: 10 Weight: 0%	Exam Pts Possible: 10 Weight: 0%
Casey, Tricia	Q+	!	N	S+	
First, William	Q+	-	Q+	Q+	
Lewis, Arthur	N	-	S+	Q+	
Thomas, Beth	S-	-	S+	S+	
Zeff, Jodi	Q+	-	Q+	S+	

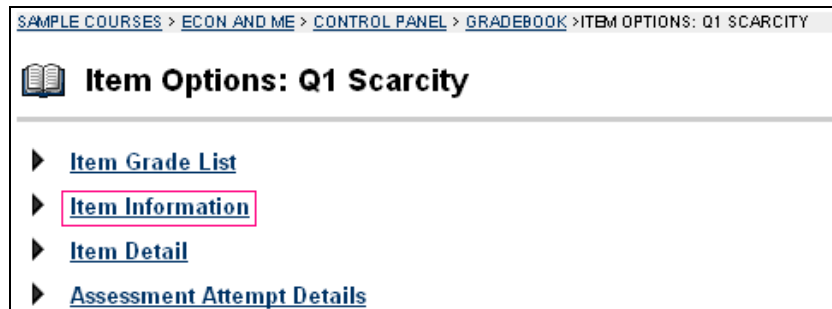
5 Students
Displaying records 1 - 5



Note: When you change the name of an item in the Gradebook, your changes affect the Gradebook only. You are not changing the name of the assessment itself. To change the name of an assessment, use the **Modify** option in the Test Manager or in the Content Area where the test has been deployed.

Procedure: To add Q1, Q2, Q3, etc..., in front of item names, perform the following steps:

1. Within your Blackboard course, click on the **Control Panel**.
 - *Course Control Panel* screen appears.
2. Click on the **Gradebook**.
 - *Gradebook* screen appears.
3. Within the Gradebook, click on the name of the Gradebook item you wish to change.
 - *Item Options* screen appears.



4. Click on **Item Information**
 - *Item Information* screen appears.
 5. Enter "Q1" in front of title in **Item Name**.
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6. For all quarters **except the one which is currently underway**, you will want to select “NO” for both Options: “Make item visible to students” and “Include item in gradebook score calculations”.



Note: For more information about these two Options, and why this works, read the next section of this tipsheet, “About Hiding Items from Calculations.”

Add/Modify Gradebook Item

1 Item Information

* Item Name:

Category:

Description:

Date:

Points Possible:

Display As:

2 Options

Make item visible to students: Yes No

Include item in gradebook score calculations: Yes No

Select the 'No' radio button for those gradebook items that should not be calculated in summary calculations. Useful for displaying mid-term, final or quarterly grades. Please note that if any weighting has been assigned to this item, this option will ignore that weighting.

3 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

7. Click **Submit**.

Managing Grades Throughout the Year

Student View Turning off “Make item visible to students” and “Include item in gradebook score calculations” for ***work in quarters that are not currently underway*** allows the Gradebook to display and calculate the current quarter’s grades only.

If you follow this procedure, a student’s Gradebook will look like this.

View Grades					
Item Name	Date	Grade	Points Possible	Class Average	Weight
Q2 Goods and Services Test	11/10/03 1:37 PM	8	10	8.8	0%
Q2 Is it a Natural, Capital, or Human Resource?	11/10/03 1:27 PM	6	10	8.4	0%
MY GRADE	10/14/03	-	0	-	0%
Total		14	20	17.2	



Note: Although students only see the grades for the current quarter, but instructors will still have access to the full year.

To make the Gradebook more readable from an instructor’s viewpoint, go to “Manage Items” and use the drop-down ordering options (on the left-side of the page) to group each quarter’s items together.

At the End of the Quarter In order to make this work for the full year, the Options in each item will need to be reset at the end of every Quarter. For example, at the end of Quarter 1, you will need to go into the Gradebook and click “No” for both options for all Q1 assessments. Then, you will need to click “Yes” for both options for all Q2 assessments. This will allow Blackboard to calculate Q2’s assessments independent of Q1 grades.

Additional Reference Materials

For further information about the use of specific tools in Blackboard, check:

- [Gradebook Icons and Definitions](#)
- [Weighting Grades](#)
- [Modifying Grade Weighting Behavior](#)

To Learn More...

Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System™* products. For more information about how Blackboard Learning Services can serve your institution’s training needs through on-site events, remote seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online [Training Center](http://behind.blackboard.com) at <http://behind.blackboard.com>.

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