Blackboard 3: Grades

This handout corresponds to the third of four workshops on teaching with Blackboard. This workshop will provide an overview of using Blackboard to maintain your grades online and access analytics to help you keep track of student performance in your classes. You will learn how to:

1. **Navigate Grade Center**   Views • Grade Center Layout • Icon Legend
2. **Manage Columns**   Create Grade Columns • Enter Grades • View Attempt • Clear Attempt
3. **Organize Grade Center**   Column Organization • Categories • SmartViews
4. **Grade Data**   Item Analysis • Attempt Statistics • Column Statistics • Work Offline (Excel) • Generate Reports
5. **Evaluation**   Performance Dashboard • Retention Center

For more information on Blackboard workshops or to register for one, log into the ACC Workshop Database: https://eapps.austincc.edu/workshops/www/login.php

To begin, login to Blackboard at http://acconline.austincc.edu using your **ACCeID** and **password**.

## 1.   Navigate Grade Center

1.1.   Grade Center Views

Go to **Control Panel** > **Grade Center**. You will find the following views listed:

Full Grade Center takes you to the complete view.

Needs Grading takes you to a filtered view of the Grade Center that only displays pending items that have been submitted and are ready for grading.

Favorite **Smart Views** (see section 3.3) will also appear in this list.
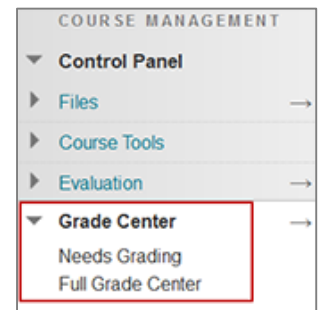
1.2.   Grade Center Layout

The blue buttons across the top allow you to create new grade columns and manage the grade center.

The first several columns contain user information (Last Name, First Name, Student ID, etc.) and display by default. These columns cannot be deleted, but they can be hidden.

Grade columns appear to the right of user information columns. Use the scrollbar at the bottom to view additional columns.
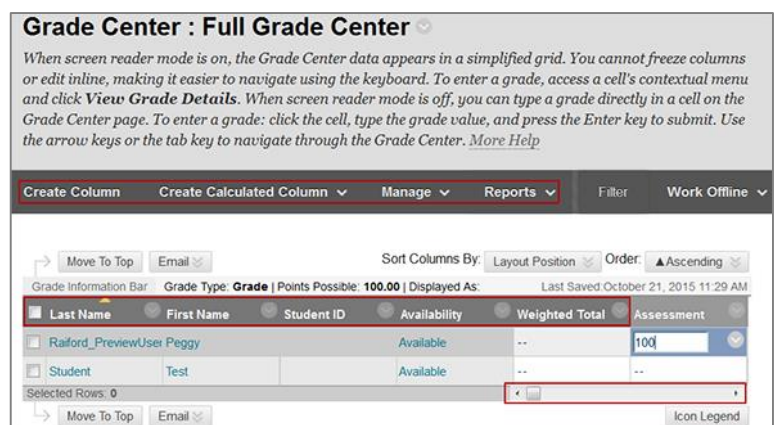
1.3.   Icon Legend

A variety of icons will appear in Grade Center cells indicting the status of a particular item (e.g. Completed, Needs Grading, Column Not Visible to Users). Click **Icon Legend** in the bottom right corner for an explanation of each icon.

2. Manage Columns

2.1. Create Columns

Remember that grade columns are automatically created for all integrated Blackboard assignments and tests. You will manually create columns only if you want to store grades for work submitted outside of Blackboard, or to calculate grades.

Grade Column: For student work submitted outside of Blackboard, you can manually create grade columns.

In **Full Grade Center**, click **Create Column**.
Enter a **Column Name,** optional **Grade Center Name** (abbreviated version of the name that can be seen in the full grade center view), and optional Description.

Select a **Primary Display** (choose from Score, Letter, Text, Percentage, etc.) and optional **Secondary Display**.

Select a **Category** if applicable (see section 3.2 for more information on categories).

Enter **Points Possible**. *Note: You must enter points possible even if your Primary Display is letter/text.* You can also **Associate a Rubric** if applicable.

Setting a **Due Date** allows Blackboard to push notifications and reminders to students.
Click **Submit**.

Calculated Column: You can create Average, Minimum/Maximum, Total or Weighted columns.

In the **Grade Center**, click **Create Calculated Column**. For this example, select **Weighted Column**. Set **Column Information**.

Select the Columns and/or Categories to assign weights. The **top left** box lists grade center **columns**; the **bottom left** box lists **categories**. Click on a column or category, then click ▷ to move it to the column on the right. Assign weights to each selected column or category. **Weights must total 100%.**

For Categories, you have the option following options:
- **Weight Columns**: Select to weight all columns within the category Equally or Proportionally.
- **Drop Grades**: To drop a certain number of high/low scores from a category, type a number in the text box.
- **Use Selected Grade to Calculate**: Use only the highest or lowest score in the category in the calculation.

When all options are set, click **Submit**.
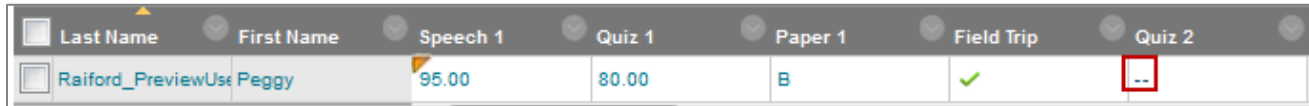
Edit Column: To make changes to a column, click ⌄ in a column header to open editing options, which include:
- **Edit Column Information**: Change the column name, Category, Points Possible, etc.
- **Show/Hide to Users**: Show/hide a column from students in their My Grades area.
- **Hide Column**: Hide a column from the instructor's grade center; *this does not hide the column from students*.

2.2. Enter Grades To enter grades in manually created grade columns, click in the appropriate cell and type a grade in the specified format (e.g. score, letter). Press Enter to save the score. *Note: You cannot enter grades in Calculated Columns – these columns will only display scores calculated based on their settings.*

Last Name	First Name	Speech 1	Quiz 1	Paper 1	Field Trip	Quiz 2
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2.3. View Attempt Remember that Blackboard automatically grades objective test questions such as Multiple Choice and True/False. For assessments that require you to review the student's work and assign a grade, click ⌄ in the appropriate cell > select **View Grade Details** > click **View Attempts**. The student's responses are displayed. If they have submitted an attachment, you can download the file.

Enter a **Score, Feedback** (visible to the students along with their grade), and **Grading Notes** (private to the instructor) > click **Save and Exit** to return to the Grade Center or **Save and Next** to go to the next student.

2.4. Clear Attempt Instructors sometimes need to clear an attempt so students can attempt a test or assignment again. Click ⌄ in the appropriate cell > select **View Grade Details** > click **Clear Attempt**.
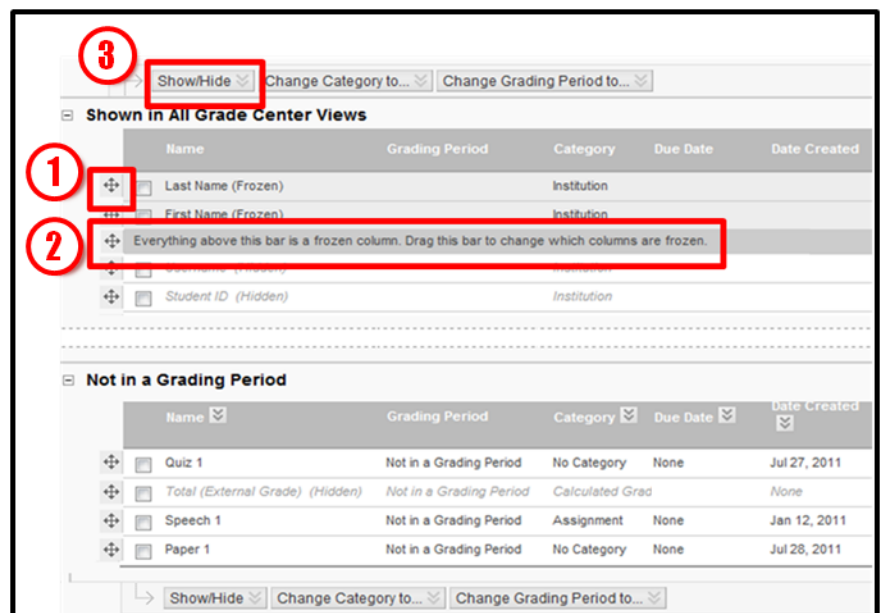
3. Organize Grade Center

3.1. Column Organization

Click **Manage** > select **Column Organization.** The default columns display in the top box, additional grade columns in the bottom box. Hidden items are listed, but are italicized and grayed out.

1. To **reorder Grade Center items**, click and hold ✛ to the left of an item and drag it to a new location.
2. To **freeze columns** (so they remain visible as you scroll to the right), drag them above the gray bar that states "Everything above this bar is a frozen column."
3. To **Show/Hide** columns *from your view of the Grade Center*, check the box to the left of an item > click **Show/Hide** > select **Show** or **Hide Selected Columns**. *This **does not** hide the column from students (see Edit Column under section 2.1 for instructions on hiding a column from students).*

Click **Submit** to save your changes.

3.2. Categories

Use Categories to label Grade Center items. Categories make it possible to create calculated columns that average all scores within a specified category and/or drop high/low score(s) within a category. There are nine default Categories that cannot be removed or edited. You can create additional Categories to reflect your grading schema.

Click **Manage** > select **Categories** > click **Create Category** > enter a **Name** and optional **Description** > **Submit**.

Assign Categories to columns as you create them, or go to **Edit Column Information** (see section 2.1) to add categories to an existing column.

3.3. Smart Views

Use Smart Views to create filtered views of the Grade Center that include only specified columns.
Click **Manage** > select **Smart Views** > **Create Smart View**. Enter a **Name** and optional **Description**.

Select a **Type of View** to identify the filter(s) for this Smart View (e.g. show only certain groups, show grades for all students who scored below a certain value on an exam).

Criteria vary depending on Type of View.
Filter Results allows you to select which columns to display (e.g. only exam grades).

Click **Submit** to save the Smart View.
To access a Smart View, click **Manage** > select **Smart Views** > click on a Smart View.

Favorite Smart Views appear in the **Control Panel** when you expand the Grade Center menu.
From the list of Smart Views, check the box to the left of one > click **Favorites** > select **Add to Favorites**.

4. Grade Data

4.1. Item Analysis

Item analysis is a tool to evaluate the effectiveness of test questions and overall test performance data to improve your tests. The test/exam must be deployed (i.e. available to students) and must have student responses.

View Item Analysis: There are three different ways to access the Item Analysis:
1. Go to deployed test in a **Content Area** > click the action button next to the test name > select **Item Analysis**.
2. Go to **Control Panel** > **Tests, Surveys, and Pools** > **Tests** > click the action button > select **Item Analysis**.
3. Go to **Grade Center Column** > click the action button in the column header > select **Item Analysis**.

Run Item Analysis: Open the **Select Test** dropdown menu > select a test > click **Run** > under **Available Analysis**, click the link for the test's item analysis.

<u>**View Data**</u>: The Item Analysis will display the following data:

1. Test summary data
2. Individual question data
3. Questions that may need review/edits are marked with a **red dot**
4. Option to **Edit Test**

<u>**View/Edit Individual Questions**</u>:
You may wish to edit questions that have been flagged by the item analysis.

Click on a question to open it for editing > make appropriate changes > click **Submit and Update Attempts**. You will receive a warning that submitted tests will be regraded in accordance with changes you have made. A green bar across top of page indicates success of regrading questions. Click **OK** to return to item analysis.

Complete all test question changes in the same way. Run Item Analysis again to reflect change(s).

4.2. Attempt Statistics

For integrated Blackboard assessments (tests and surveys), **Attempts Statistics** show you the total number of attempts, average score for all attempts (tests only), average score for each question (tests only), and percentage of students that selected each answer choice for all questions.

Go to **Grade Center** > click the action button in the appropriate column header > select **Attempts Statistics**.

4.3. Column Statistics

The **Column Statistics** page displays numerous statistics for a grade item, including average, median, standard deviation, maximum/minimum scores, status distribution, and more.

Go to **Grade Center** > click the action button in the appropriate column header > select **Column Statistics**.

4.4. Work Offline

<u>**Download to Excel**</u>: You can download your grade columns to Excel to create a backup copy of your grades, or to enter grades in the spreadsheet format which can then be uploaded back to Blackboard.

In the Grade Center, click **Work Offline** in the top right corner > select **Download**.
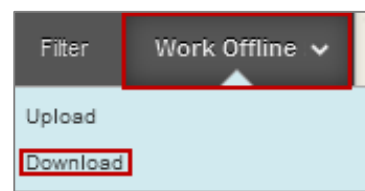
Full or partial data can be downloaded:
- To download the **full grade center** to Excel, accept the default selections.
- Select **specific columns** to export by using the dropdown menu.
- Select **user information only** to export a course roster.

Leave the other default options > click **Submit**.

On the next screen, click **Download** > choose to Save or Open the Excel file.

Upload from Excel: Create all columns in Blackboard and then download the entire Grade Center to Excel prior to inputting grades. This will help ensure the spreadsheet can be imported back into Blackboard correctly.

Once you have updated and saved your Excel spreadsheet, go to the Blackboard **Grade Center** > click **Work Offline** > **Upload**. Next to **Attach local file**, click **Browse** > select the Excel file > **Submit**.

4.5. Generate Reports

Reports are printable and can be generated for all grades in the Grade Center, for a defined group of Students, or for a defined Category of grades.

Click **Reports** > **Create Report**. On the Create Report screen, make selections to determine what information will appear in the report. Click **Submit**. The reports will open in a new tab or window. Print using your web browser's print function. Reports will print one student per page.

5. Evaluation

5.1. Performance Dashboard

The Performance Dashboard provides an up-to-date report on the activity for all students.

Go to **Control Panel** > **Evaluation** > **Performance Dashboard**. Information appears in a table format. In addition to basic student information, you will find the following data:

- **Last Course Access** (date) and **Days Since Last Course Access**
- **Review Status**: Shows number of items students have marked for review; click the number to see a list of which items have/have not been reviewed (applies only if Adaptive Release rules have been applied to require students to mark items as reviewed).
- **Adaptive Release**: Displays a course outline indicating which items are visible/non-visible to the student and have been marked reviewed by the student (applies only if Adaptive Release rules have been applied to require students to mark items as reviewed).
- **Discussion Board**: Shows number of discussion posts; click on the number to view posts and summary statistics.
- **Customize Retention Center**: First number total number of warnings; second number indicates total number of rules which may trigger a warning. Click on numbers to view Retention Status.
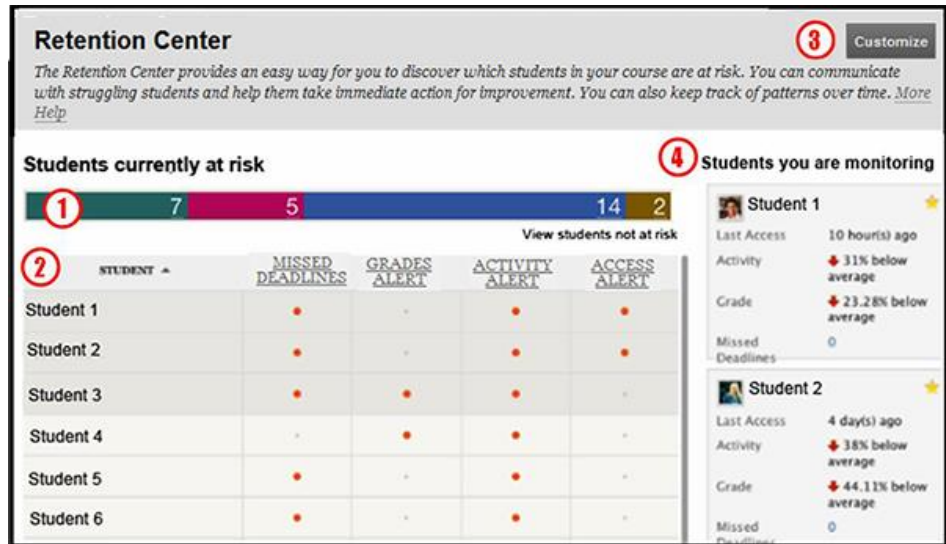
5.2. Retention Center

The Retention Center displays retention data to assist you in the identification of at-risk students. You can accept the global default rules or customize retention rules to your own expectations.

<u>**Open Retention Center**</u>: There are two ways to access the Retention Center:

1. Open the **Global Navigation Menu** in the top right corner > click 　. This option displays an overview of student performance indicators for a selected class. Click **See Details** to open the full Retention Center.
2. To open the full Retention Center within a course site, go to **Control Panel** > **Evaluation** > **Retention Center**.

<u>**Retention Center Page**</u>: The Retention Center is only available to faculty and displays the following:

1. The bar at the top of the page summarizes the number of students whose performance falls into each of four risk factors: Missed Deadlines, Grades Alert, Activity Alert and Access Alert. Click on a section of this bar to see a list of students to whom that alert applies.
2. In the At-Risk Table, **red dots** indicate risk

factors for each student Click on a student's name to view their retention status. Click on the red dot to view details (such as how many and which specific deadlines a student has missed).
3. Click **Customize** to adjust existing rules and/or create new rules. You can set your own criteria to trigger warnings for each of the risk factors.
4. **Students you are monitoring** appear on the right (see Retention Status below for how to monitor).
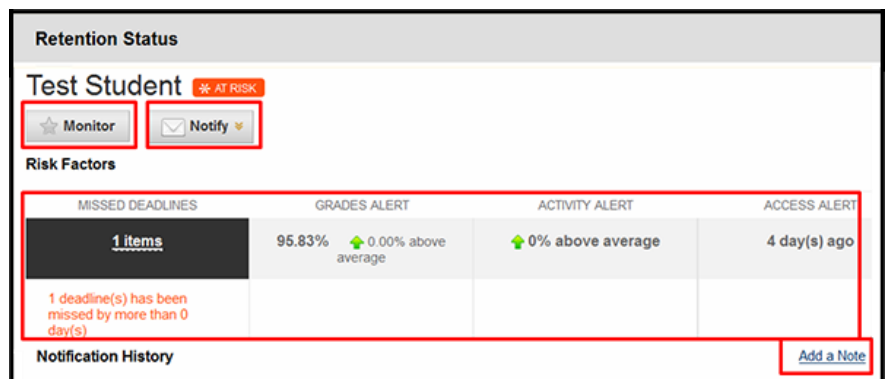
<u>**Retention Status**</u>: From the Retention Center page, click on a student's name to view that student's detailed **Retention Status** page.

Click **Monitor** to display the student's performance indicators on the main Retention Center page.

Click **Notify** to send an email to the student regarding their performance.

Details of student risk factors display in the main table.

Notification History displays a record of all notification emails you have sent to the student as well as any **Notes** (private to instructor) you have made on the student.