

Creating Graded Items – Transcript

In this short video, we will explore how to populate the Blackboard Ultra Course View Gradebook with grade items for student work. There are essentially two ways that grade items are created: by creating graded content in the Course Content area, such as assignments, quizzes, discussions, and so on. When creating these items, Blackboard will create a grade item in the Gradebook for you automatically. Alternatively, you can create items in the Gradebook manually to grade other types of activities such as those that occur outside of Blackboard, like presentations and performances, participation, or physical artifact creation and submission. Let's take a look at a few examples to understand how these two options work.

First, we'll look at a fresh course with nothing yet in the Gradebook. Here, you can see I'm in an empty course. I'm using the CITL template and I've duplicated my modules, but I haven't yet built any content or assessments. If we look at the Gradebook, we find that the Gradebook doesn't have any grade columns. So, let's start in Module 1 by adding an assignment. I'll start by navigating to the area where I want the assignment link to occur, hover and choose the plus Create button, and then Create. Finally, choose Assignment. In this assignment, I'm asking students to create and submit a document based on a short set of questions. I've got the assignment instructions ready already, so I'll paste them in by clicking Plus, choosing Add Text, and pasting in the instructions. I'll also attach a sample submission that students can use as a model. I'm not going to go into great detail in the assignment settings in this video, as these are covered in our Creating Assignments videos and resources. So, for now, I'll use these default values. I'll click Save here in the Assignment Content area and close the window. You can now see the assignment in the Content area. And if we go look at the Gradebook, you can now see the gradebook item listed for the assignment that we created in the Content area. This is where you will come to review and grade student assignments once they are submitted. This process works similarly for other assessments created in the Content area, including tests, graded discussions and journals, and other types of assessments.

Creating a manual item in the Gradebook, by contrast, is not specifically connected to an assessment link in the Content area. Instead, it is initiated in the Gradebook itself to create gradable items for assignments and other assessments that occur outside of Blackboard. For example, let's create a manual column for in-class participation, something I might use a paper form for in my face-to-face class meetings and need to enter as grades here in Blackboard. I'll hover in the Gradebook where I want the grade item, choose the Create plus button, and for this example, choose Add Item. The manual gradable item panel opens with basic gradebook features that are relevant to this type of item, including visibility, due date, points, grade category, and description. Because there's no explanation of what this item is in the content area, you consider using a descriptive title and providing a description of the item in the description area. Now I have a gradable item I can use to enter grades manually for participation.

Other options available as manual items are Calculations and Attendance. Calculated items allow you to create an item that performs calculations using other gradebook items and displays the results. Based on how you configure this column in your final grade calculation, you can use this feature to implement more complex grade strategies and policies. Adding the Attendance item here in the Gradebook enables the attendance feature, a comprehensive workflow that allows you to track and communicate attendance at scheduled classes, synchronous sessions, meetings, events, and so on.

If you have any questions about grading in your course or using the Blackboard Gradebook, see our additional resources on the Blackboard Gradebook or contact us at citl@niu.edu.