


## Introduction to Blackboard


### Gradebook


If your instructor uses the on-line gradebook, you can check your grades as the semester progresses. Settings, availability and content is up to your instructor.

1. To access the gradebook, click on the **My Grades** in the tool bar or **Tools** and then click the  **My Grades** link.

Your gradebook will appear:

#### View Grades

Item Name	Date	Grade	Points Possible:	Average Score	Weight:
Midterm	4/8/05	-	8	0	25%
Paper	4/14/05 2:45 PM	45	50	45	10%
Math	2/2/06 8:44 AM		20	0	25%
Class Survey	10/21/05	-	0	0	0%
Discussion Messages	12/19/05	-	10	0	0%
Discussion Computer Humor	1/26/06 3:15 PM	10	10	10	0%
Assignment #1	2/28/06	-	0	0	3.33%
Total		140	160	-	
Weighted Total		B		-	

 In Progress
- No Information
! Needs Grading
? Grading Error
✓ Completed

Item Name	Lists the name of the column.
Date	Lists the last date that a change has been made or grade added to that column.
Grade	Lists the grade that you received for that assignment, quiz, paper, etc.
Possible Points	Lists the maximum possible points that were available.
Average Score	Lists the classes average score.
Weight	Lists how much that grade is worth in your overall grade

The last two items in the Item Name column is Total and Weighted Total.

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Discussion Computer Humor	1/26/06 3:15 PM	10	10	10	0%
Assignment #1	2/28/06	-	0	0	3.33%
<b>Total</b>		<b>140</b>	<b>160</b>	-	
Weighted Total		B		-	

Total is the total amount of points you have earned for the grades that have been entered.

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Midterm	4/8/05	-	8	0	25%
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Total		140	160	-	
Weighted Total		B		-	

Weighted Total (if set up by your instructor) will show you either a point value, letter grade or percentage of your grade up to date. It does not include any grades that have not been entered nor quizzes or exams not taken.

The following key will help interpret the symbols that are not numeric, percentage or letter grades:

	In Progress
-	No Information
!	Needs Grading
?	Grading Error
✓	Completed

In Progress	<p>A lock symbol means that the quiz or assignment is still in progress. If you have completed the quiz and this icon still appears, it could mean that you saved the quiz, but did not submit it. You may not be allowed back into the quiz if your instructor has set up the quiz for a forced completion. If this is the case, as long as you have saved your answers, your instructor can go in and grade the quiz manually.</p> <p>Math      2/2/06 8:44 AM      </p>
No Information	<p>A dash means that a grade has not been entered or a quiz has not been taken. This will not reflect in your Weighted Totals column.</p>

Needs Grading	The quiz had an essay question or short answer question that still needs grading. You can click on this link and see the scores and answers of the other questions if your instructor has set up the results to display answers.
Grading Error	There is an error in the grading. Your instructor will take care of that.
Completed	A check mark appears when a survey has been complete. Surveys are not graded so there is no score to display.