

Setting Up Your Gradebook in Blackboard

How do I set up my Gradebook?

Setting up your Gradebook in Blackboard at the start of your course not only saves you time - it also empowers your students to monitor their progress throughout the term.

Benefits of using the Gradebook in Blackboard

Blackboard's Gradebook provides real-time visibility into student performance. It simplifies assignment submission for students and enables you to deliver timely, meaningful feedback.

Using the Gradebook in Blackboard

All graded items created in your course will automatically be added to the Gradebook, ensuring a centralized and organized grading experience.

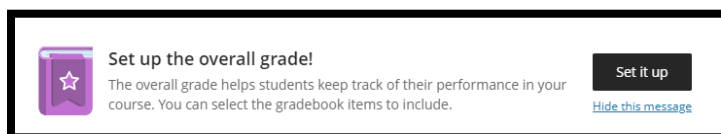
Using the Gradebook, you can:

1. **Set up the Overall Grade Column** to calculate final grades automatically.
2. **Grade and provide feedback**, in a secure centralized location.
3. **Set up alert notifications**, to monitor student activity and engagement.
4. **Control grade visibility**, determining when students can view their scores.

As you enter grades for individual items, the Overall Grade column updates instantly—no extra work required. Students receive up-to-date insights into their standing in the course, helping them stay engaged and informed.

Set Up the Overall Grade Column

To set up the overall grade column to help you calculate a final grade, select the **Set up the overall grade** section within the Settings area in the Gradebook from either the Grable Items or Grades tab.



To get started, choose the Gradebook calculation type that matches your course schema. You can select from **Points**, **Weights**, or **Advanced** to set up your own calculations using a formula.

Calculation Details

Select a Calculation Type

Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink [🔗] an item from its category to weigh it independently.
- Unlock [🔒] items and categories to let the system auto-balance their percentages.
- Exclude [🚫] items and categories from the overall grade calculation.

Weigh gradable items within a category. ⓘ

☒ Proportionally ☐ Equally

Category	Items	Weight	Lock	Exclude	Action
Discussion	21 items Edit calculation rules	5 %	🔒	🚫	⌵
0.3 Complete Your Orientation	Test	5 %	🔒	🚫	↔
0.3 Complete Your Orientation	Test	0 %	🔒	🚫	↔

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

☒ Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Letter

☒ Show to students

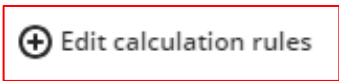
After you have selected the calculation type, the categories and items assigned to that category from your Gradebook will display. You will be able to set up your calculations and choose if the items in the category need to be part of your calculations.

Test

14 items | [Edit calculation rules](#)

20 % 🔒 🚫 ⌵

Category	Items	Weight	Lock	Exclude	Action
0.3 Complete Your Orientation	Test	0.32%	🔒	🚫	↔
0.3 Complete Your Orientation	Test	0.32%	🔒	🚫	↔
0.3 Complete Your Orientation	Test	0.32%	🔒	🚫	↔



Select the **Edit calculation rules** button to drop the lowest or highest score or to include/exclude only specific scores in the total final calculation.

The **Weight** box allows you to add the numerical value of the points or weighted total percentages for a specific item or category. By default, the calculations are locked.

To make changes, click the lock icon to unlock the calculation. The action arrow to the right allows you to expand the items that are within the category. You can also choose to weigh these items proportionally or equally.



The **chain link icon** allows you to exempt items from the gradebook calculation. You can also click on the unlink icon to move it out of the category and use it as an individual calculation.

Overall Grade Settings

If you do not want your students to view the overall grade total calculation, uncheck the **Show to student's** option. This can be turned off and on at any point throughout the semester. This section also allows you to select how to present your overall grade (letter, percentage, points or incomplete or complete).

Overall Grade Settings

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Select how the overall grade is displayed

Letter ▼

☒ Show to students

Students Tab in the Gradebook

As the instructor, when you click on the Gradebook and go to the **Students** tab, a listing of your students, their last access date, and overall grade total (if using this feature) will display. To drill view individual student activity and grade reports, select the student's name.

Full Name	Student ID	Username	Last Access	Overall Grade
[Redacted]	[Redacted]	[Redacted]	—	C
[Redacted]	[Redacted]	[Redacted]	5/9/24, 3:57 PM	...
[Redacted]	[Redacted]	[Redacted]	6/25/24, 2:59 PM	...
[Redacted]	[Redacted]	[Redacted]	7/16/24, 12:39 PM	...

Once you click on the student, you will have access to Student Activity, Accommodations, Send message, Current overall grade, and Progress tracking. You can additionally provide exceptions to graded items by selecting the three dots that appear next to the Feedback column.

Item Name	Due Date	Status	Grade	Feedback
Getting Started Quiz (Late)		No submission	-- / 1	...
Assignment		No submission	-- / 0	...

Tips for Getting Started with the Gradebook in Blackboard

1. Create the categories, columns, and/or assignments that need to be part of the Gradebook.
2. Familiarize yourself with the four different views of the Gradebook:
 - a. Overview
 - b. Gradable Items
 - c. Grades
 - d. Students
3. If your course uses a weighted total or points, set up the **Overall Grade** column.
4. Review the Gradebook settings by clicking on the gear icon in the Gradebook.
5. Using the Assignment feature in Blackboard allows you to use **Blackboard Annotate** to leave written or video feedback to students.

6. If you are using a merged sectioned course, create each section as a group so you can **Filter** out users when grading in the Gradebook. This feature is only available in the Grades view.
7. Organize your graded content by using the **Gradable Items** view. Drag and drop columns by using the arrows.
8. When grading your assignment/assessments, **post** your grades so students can view them.
9. If you are using **Extra Credit** points in a course or assessment, create **Total** calculations and use **the Extra Credit** selection in Coursework. Students will not view the extra credit points column unless you post the grade to give the overall total. Adjust if using the overall weighted/points total column if needed.
10. Use the **Students** tab in the Gradebook to view reports and activities on individual students, including:
 - a. Grades
 - b. Progress
 - c. Notes
 - d. Activity Log
11. Enter **Student Preview** mode once your Gradebook is ready to review and save your user to the course. This allows you to view what students see when grades are posted and available and review feedback.

Important Gradebook Resources & Reminders

Reminder! Grades added in Blackboard do not import from Blackboard to Banner. You must add your final grades to Banner at the end of the semester. For more information, please visit W&M's [Grading Procedures & Reminders](#).

To find more tutorials on using the Blackboard Ultra Gradebook, please visit:

- [Blackboard Ultra Resources](#)
- [Blackboard Ultra Gradebook – Instructor](#)
- [Blackboard Ultra Gradebook – Student](#)

Questions?

Please reach out to the Technology Support Center with any additional questions at support@wm.edu or 757-221-HELP.