

ELMS Course Management in Blackboard Academic Suite

**Institute for Instructional Technology
Office of Information Technology**

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ELMS Course Management in Blackboard Academic Suite

Blackboard Academic Suite has a variety of tools to assist with course management. Course management is viewed not only as managing grades, but also keeping track of who has access to your course, how to store and reset student data, and saving your course materials for later use. In this workshop, we will discuss a few of the primary tools you will use in your course with the emphasis on the Gradebook.

A roster tool lists all of the members of a course and their role. This includes students, teaching assistants and instructors. The student roster is also accessible through the Gradebook; however, email is not visible in this option.

Some course content items are automatically linked to the Gradebook when they are added to the course. These are tests, surveys and assignments. This means that the Gradebook has a column added to it automatically with creation of these objects, has notation added as to the status of item completion, and the grade is entered into the Gradebook once an exam is completed.

Grades and columns can also be added manually to the Gradebook. Essay questions and assignments, which require instructor input for grading, can be viewed and graded all within the Gradebook. Grades for outside assignments can be created, and integrated with the other elements of the Gradebook to calculate the final grade. Most importantly, the Gradebook allows instructors to apply various weighting structures to the Gradebook to accurately determine the final grade.

All of these files can be exported or archived and used again in another course. It is possible to copy an entire course, or pieces of it into other courses or course sections.

In this workshop we will:

- Find the list of all participants
- Navigate the Gradebook
- Create items (columns) and establish criteria to be used in weighting
- Enter grades for essays and other written work
- Edit grades
- Export the Gradebook to a spreadsheet, edit it and import it
- Archive a course

User Management: *List/Modify Users*

In Blackboard, you can view your students in two areas of the control panel: the “Gradebook” (under “Assessment”) and the “List/Modify Users” (under “User Management”). To list *all* persons who have access to your course, which includes students, TAs and guests, use the “List/Modify Users” area.

To List/Modify Users

1. Click on the Control Panel and find **User Management**
2. Under User Management, click **List/Modify Users**
3. Click the **List All** tab
4. Click on the **List All** button to get the list for all users having access to the course – students, instructors, TAs, guests, etc.

NOTE: There are 2 “List All” links to click.

This lists users by name, username (UMD directory ID) email, and role in the course. Only system administrators may edit users’ passwords or other information at this time. This results in the “Password” and “Properties” buttons showing “Access denied” when clicked.

List / Modify Users

1. Select tab for “List All”

SEARCH STARTS WITH ADVANCED LIST ALL

Note: Depending on the number of records, this function may take some time to process. Click List All to show the list.

List All

2. Click button for “List All”

7 users located.
Displaying records 1-7.

Name	Username	Email	Role	Password	Properties
Caddlehopper, Clyde	umd01	umd01@umd.edu	Student	Password	Properties
Flintstone, Fred	umd19	umd19@umd.edu	Student	Password	Properties
Grey, Zane	umd13	umd13@umd.edu	Student	Password	Properties
Jansen, Mary	umd08	mkjansen@umd.edu	Instructor	Password	Properties
Roushdy, Sharon	umd07	sroushdy@umd.edu	Student	Password	Properties
Walken, Christopher	umd20	umd20@umd.edu	Student	Password	Properties
West, Mae	umd12	umd12@umd.edu	Student	Password	Properties

USER MANAGEMENT FUNCTIONS NOT AVAILABLE AT THIS TIME:

- Create User
- Create Batch User
- Enroll User

Gradebook: *Introduction*

The Gradebook in Blackboard has many useful features, including categories, grade weighting, item analysis, and custom grading scales, to name a few. Test, survey and assignment items are automatically added to the Gradebook; however, instructors can customize the Gradebook by adding their own columns, categories, and grade displays. The Gradebook can be exported into Microsoft Excel to perform advanced calculations and then uploaded back into Blackboard. “Total” and “Weighted Total” (or “Running Total” and “Running Weighted Total” if nulls are ignored) are default columns that cannot be removed or edited.

NOTE: Columns are called “items” in Blackboard since they are linked to items such as tests, homework, etc. Students are called “users”.

Accessing the Gradebook

1. Go to the **Control Panel**
2. Go to the **Assessment** section of the Control Panel
3. Click on **Gradebook**

NOTE: The default view is for the student name, last name first, to display in the first column.

To display user information differently (First name first, by user ID, etc):

1. Click on the **Gradebook Settings** button at the top of the Gradebook
2. Click on the **Column Settings** link
3. Under **1. Spreadsheet Display Options**, select criteria to display and the format
4. Click **Submit**

Sorting Data in a Column

To sort an item (column), click on the arrow at the top of a column.



Sorting and Filtering Data

There are several ways to sort and filter data in Blackboard. These are located directly above the Gradebook table.



To “Sort items by” other criteria: Click on the drop-down list from the “Sort Items by” list and click “Go”. Columns (known as “items” in Blackboard) can be sorted from first to last by category, date added, date, position, points possible, title, and weight.

To “Filter Items by Category”: Click on the drop-down list and select a category from which to filter the data (for example, “Homework”). Click “Go”. All assignments categorized as homework are displayed.

To “Filter Users by Last Name”: Type a letter into the box and click “Go”. An example would be to filter all users with last name beginning with “T”.

Gradebook legend

At the lower left side of the page is the Gradebook legend. These are the symbols that display in the Gradebook other than the student’s score for an item.

LEGEND	EXAMPLE TEST COLUMN
<ul style="list-style-type: none"> In Progress- No Information Needs Grading Grading Error Completed* Denotes an unavailable item	<p>Test 2 Exam Pts Possible 30 Weight 0%</p> <p>23</p> <p></p> <p>-</p> <p></p> <p>20</p> <p></p>

Padlock = In Progress. Student is currently taking the exam or using the assignment

Dash = No Information. Assignment or exam has not been submitted.

Exclamation Point = This is an item that needs to be reviewed by the instructor before grading, such as an essay question.

Question Mark = Gradebook error.

Checkmark = Item has been completed by the student. This is used when administering a survey, since a grade is not assigned.

Asterisk = Item is not visible

Gradebook: *Managing Display Options*

Add Item (Column)



Items for tests, surveys, and assignments are created automatically in the Gradebook. In your course, you may need to add a column for an outside assignment or test.

To add a column for an item not related to one of the above, do the following:

1. Click on the **Add Item** button on the toolbar at the top
2. This brings up the Add/Modify Gradebook Item page
3. Under, **1. Item Information** type in an **Item Name** (red asterisk indicates a required field)

Add/Modify Gradebook Item

1 Item Information

*** Item Name**

Category ▼

Description

Date ▼ ▼ ▼

*** Points Possible**

Display As ▼

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades exclude this Gradebook item from summary calculations. Gradebook items excluded from weighting. Also note that if some weighted items are included in calc not, grade weight calculations will be skewed.

Make item available to users. Click "Yes" for students to see their grades Yes No

Include item in Gradebook score calculations. Yes No Click "Yes" if included in the gradebook calculations

3 Submit

4. The next field of *required* information is **Points Possible**. If this is an item that is not to be graded (for example a “Course Sections” column) then put in a zero.
5. Other options in **1. Item Information** are not required but may be useful, especially the category option. Choose a category for the item for the drop-down list (customized categories can be added to the options list).
6. Item descriptions and a date for the item are optional >
7. Under **2. Options > Make item available to users**” click “Yes” for students to see their grade for this item and “No” to hide this from the students (again, an ungraded column like a “Course Sections” column maybe confusing if listed in the students’ grades)
8. For **Include item in Gradebook score calculations** option, choose “Yes” if the item is to included in the Gradebook as a score and “No” if not (“Course Sections” would not be part of Gradebook calculations).
9. Click the **Submit** button.

Manage Items



Manage items allows the instructor to:

- Add an item
 - Modify the properties of an item (name, points, possible, etc – the same properties established when the item was created).
 - Change the order of the items in the Gradebook
 - Remove an item, excluding assessments and assignments, from the Gradebook (To remove an assessment or assignment item from the Gradebook, first remove it from the course).
1. Click on the **Manage Items** button on the toolbar at the top
 2. To add an item, click the **Add Item** button at the top of the page
 3. **Reorder items** from left-right by using the drop-down list under **Order**.
 4. Click on the **Modify** button to edit a column name, description, points, display and calculation into the Gradebook
 5. To remove an item (column), click on the **Remove** button.

NOTE: Only those items that you add can be removed. To remove an assessment or assignment item from the Gradebook, first remove it from the course.

Grade Display

Grades can be displayed by their default settings – complete/incomplete, score, text, percentage or letter – or an instructor can create their own grade display option. For instance, instructors may want to grade an item as Pass/Fail. Of the default grade display options, only letter grades can be edited. **Grade Display options are assigned on the “Add/Modify Item” page for an item.**

To **Edit** a Letter Grade Display

1. Click on **Gradebook Settings**
2. Click on **Manage Display Options**
3. All of the display options will be listed
4. Click on **Modify**, next to Letter
5. Edit the **Grade Ranges**
6. Click **Submit**

To **Add** a Grade Display

1. Click on **Gradebook Settings**
2. Click on **Manage Display Options**
3. All of the display options will be listed
4. Click on **Add Display Option**
5. Edit the **Grade Ranges**
6. Click **Submit**

Now the new grade display option will be available from the drop-down list under “Display As” on the Add/Modify Page for an item.

Student’s View of Grades

Students view their grades from the **My Grades** link on the navigation bar or from the **View Grades** link on the homepage after they login (see example to the right). Students can only view their grades for an item if you **turn on the availability** from the Add/Modify Item page (see above).

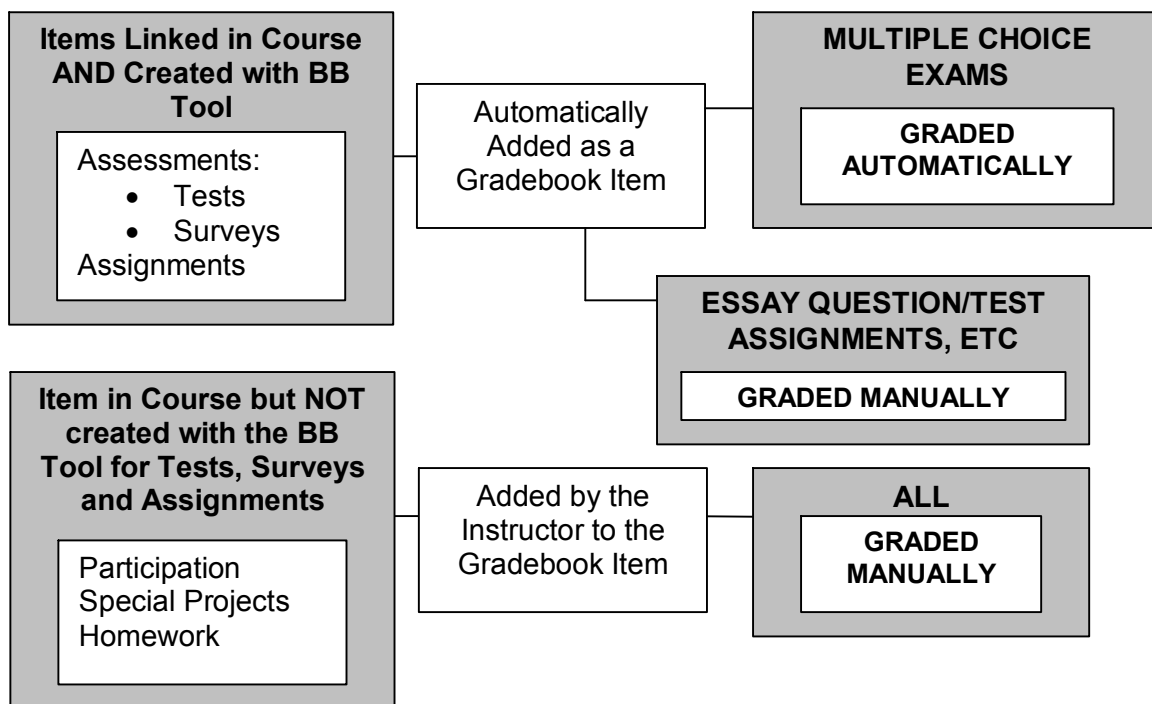
Welcome, Mary



Gradebook: *Entering Grades InThe Gradebook*

In Blackboard, there are two ways that items and grades are entered into the Gradebook – automatically and manually. Tests, surveys and assignment created with those tools are linked to the Gradebook as an item (column), once they are added to the course. This link will indicate if the item has been taken, is in progress, needs to be graded by the instructor or will automatically display a grade (as in the case of a multiple choice only test). These items even if graded automatically, can still be edited by the instructor. Submissions for any of these items can be viewed and reset in the Gradebook. Linked items cannot be removed from the gradebook until they are removed from the course.

Instructors can add columns (items) manually also for graded elements of a course that do not have a linked test, survey or assignment. A good example of this would be a participation grade. All of these grades are entered manually by the instructor.



Grades can also be added or modified manually:

- For an individual student
- For the class for a particular item
- All assignments are graded manually
- Override an automatically graded item
- Grade a test that has an essay

Tests with essay questions show up as an exclamation point in the Gradebook (“Needs Grading” – see “Gradebook legend” below) and can be edited by clicking on this exclamation point. This can be done by student or by item. Assignments too show up as an exclamation point because they need to be graded by the instructor. Assignments can be viewed, downloaded and commented on by the instructor – all within the Gradebook.

Grades can be manually edited for an automatically graded item. For items added by the instructor, there are two options for grading. Grades may be entered manually or the Gradebook can be downloaded into an Excel spreadsheet, edited, and the data uploaded again into Blackboard.

NOTE: Tests and surveys are referred to as “assessments” in Blackboard.

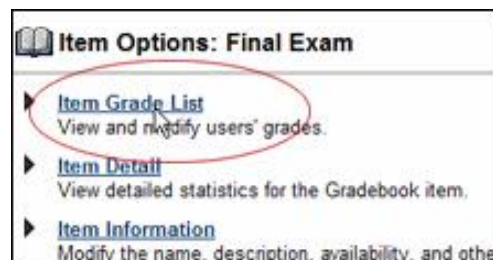
Entering/Modifying Grades Manually for an Item (Column)

This option is used when more than one student's grade is to be entered for an item. You may need this to enter grades for an assignment or quiz that has an essay – in which case you would see the screen for the “Manually Graded” items. At times, scores must be adjusted on tests that were administered and automatically graded. In this case, you would see the screen for the “Automatically Graded” items which is slightly different. Examples of each are shown below.

1. Click directly on the **title of the item**

Name (Last, First)	Username	Mid-term	Final Exam
		Exam Pts Possible 100 Weight 0%	Exam Pts Possible 100 Weight 0%
Caddlehopper, Clyde	umd01	80	-
Flintstone, Fred	umd19	90	-
Grey, Zane	umd13	70	-
Roushdy, Sharon	umd07	90	-

2. The **Item Options** screen comes up
3. Click on **Item Grade List**



4. If this is a **manually graded item**, the following screen will display

Last Name, First Name	Username	Item Date	Last Submitted/Modified Date	Current Grade	Manual Grade	Override
Caddlehopper, Clyde	umd01	Sep 27, 2006		-	95	
Flintstone, Fred	umd19	Sep 27, 2006		-	100	
Grey, Zane	umd13	Sep 27, 2006		-		
Roushdy, Sharon	umd07	Sep 27, 2006		-		
Walken, Christopher	umd20	Sep 27, 2006		-		
West, Mae	umd12	Sep 27, 2006		-		

- a. Type the grades in the **Manual Grade** column
- b. Click on the **Submit** button when finished.

NOTE: The next time that you enter the page, these will display as the Current Grade.

5. If this is an **automatically graded item**, this screen will display.

Last Name, First Name	Username	Item Date	Last Submitted/Modified Date	Current Grade	Calculated Grade	Override
Caddlehopper, Clyde	umd01	Oct 10, 2006	Oct 10, 2006 1:43:58 PM	80	50	80
Flintstone, Fred	umd19	Oct 10, 2006	Oct 10, 2006 1:14:00 PM	90	90.0	
Grey, Zane	umd13	Oct 10, 2006	Oct 10, 2006 1:17:25 PM	70	70.0	90
Roushdy, Sharon	umd07	Oct 10, 2006	Oct 10, 2006 1:18:29 PM	90	30.0	90
Walken, Christopher	umd20	Oct 10, 2006	Oct 10, 2006 1:20:06 PM	100	100.0	
West, Mae	umd12	Oct 10, 2006	Oct 10, 2006 1:21:13 PM	80	80.0	

- Type the new grades in the **Override** column
- Click the **Submit** button when finished.

NOTE: There is a Calculated Grade column for the automatically graded items that does not show up in the manually graded items. This is the score that was assigned after the test was submitted. You will only see this view with tests that are scored automatically.


Modify a Single Calculated Grade

- Use this option to **modify one grade for one student**.
- Click **directly on the grade** (See example below, click on the '50')

Name (Last, First)	Username	Mid-term Exam Pts Possible 10 Weight 0%
Caddlehopper, Clyde	umd01	50
Flintstone, Fred	umd19	90

- Modify Grade** screen comes up for that student
- The **Calculated Grade box** shows the score that was assigned automatically (in this example, a score of 50)
- In the **Override Calculated Grade** box in the grey box at the top, type in the new grade (In the example below, 80 is the new grade)
- Click the **Submit** button

NOTE: If you do not edit the grade in the Override Calculated Grade Box, the new grade will NOT be recognized and Blackboard will continue to use the original grade in the Gradebook.

User Name	Clyde Caddlehopper (umd01)		
Item Name	Mid-term (Exam)		
Item Date	Oct 10, 2006		
Average Score for All Users	80		
Points Possible	100		
Weight	0		
Clear attempts	Last Attempt	<input type="button" value="GO"/>	
Grading Option	Grade of last attempt		
Override Calculated Grade	80		Type New Grade in Here

Creation Date	Last Submitted/Modified Date	Status	Calculated Grade
Oct 10, 2006 1:12:42 PM	Oct 10, 2006 1:13:04 PM	Completed	50.0

Modifying Grades for a Student

Use this option when changing *more than one grade* for a *single student*:

1. Click directly on the **student's name**

Name (Last, First)	Username	Mid-term Exam Pts Possible 100 Weight 0%
<u>Caddlehopper, Clyde</u>	umd01	80
Flintstone, Fred	umd19	90

2. The **User Options** screen comes up
3. Click on **User Grade List**

User Options: Caddlehopper, Clyde

- ▶ User Grade List
View and modify the user's grades.
- ▶ User Detail
View detailed statistics for the user.
- ▶ User Information
View the user's contact information.

4. All of the graded items are listed with the Current Grade and, if appropriate, the Calculate or Manual Grade.
5. Add the new grades in the **Override** column. In this example, we are adding all of the grades for the Homework assignments.

 **View User Grades: Caddlehopper, Clyde**

Item Name	Item Date	Last Submitted/Modified Date	Current Grade	Calculated or Manual Grade	Override
Mid-term	Oct 10, 2006	Oct 10, 2006 1:43:58 PM	80	50	80
Final Exam	Sep 27, 2006		-		
Homework #1	Sep 27, 2006	Oct 10, 2006 1:29:55 PM	20	20	17
Homework #2	Sep 27, 2006		-		18
Homework #3	Sep 27, 2006		-		20

6. Click on the **Submit** button

The Override grade becomes the Current Grade and the Calculated Total is adjusted.

To View Student's Submissions

Instructors can view student's submissions – tests, surveys, and assignments – via the Gradebook. Only items that have been submitted through Blackboard can be viewed.

There are 2 ways to see a test, survey or assignment:

1. Click on the **Student's Name**
2. Click on the **View** button



OR

1. Click directly on the **Grade**
2. Click on the **View** button (above)

Gradebook: *Calculating the Final Grade*

Each Gradebook item can be weighted to determine the final grade. Category assignments for items (for example, homework or tests) can also be used in weighting for the final grade. Weighting can be done by item or category but not both. To better illustrate this concept, let's take the following example:

These are the graded elements of your course –

3 Homework Assignments

2 Exams

Participation Grade

Using category assignments, let's see how to calculate the final grade:

GRADED ASSIGNMENT	PERCENT OF TOTAL GRADE	CATEGORY PERCENT
Homework #1	10%	30%
Homework #1	10%	
Homework #1	10%	
Mid-term Exam	30%	60%
Final Exam	30%	
Participation	10%	10%

Note that each item in the category is assigned an equal percentage of the category weight. What happens when the assignments have different point values assigned to them? In this instance, calculating the final grade by each item may be more accurate:

GRADED ASSIGNMENT	POINTS FOR EACH ASSIGNMENT	ITEM PERCENT OF TOTAL GRADE	CATEGORY PERCENT
Homework #1	25 points	15%	30%
Homework #2	15 points	10%	
Homework #3	5 points	5%	
Mid-term Exam	50 points	20%	60%
Final Exam	100 points	40%	
Participation	15 points	10%	10%

A Total column calculates the total number of points for each student. The Weighted Total column calculates the weighted score for each student, which most closely represents the final score for the class. Both of these include complete and incomplete work. These are default columns and cannot be removed or edited. Both columns output can be adjusted to remove null items (items not yet turned in by the student) from the calculations. When this option is selected, the names change for these items to Running Total and Running Weighted Total.

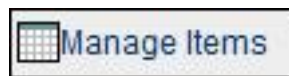
About categories

Categories are used in sorting items and weighting grades. You may assign categories to each item. Grades can be sorted and weighted by category. Examples of default categories are “homework”, “lab”, “essay”, etc. If you have a unique assignment in your course, you may want to create a unique category for it.

For example – in the Life Sciences courses students are required to do one or more group projects a term called “TIPS” or “Teaching Innovations Projects”. TIPS can be created as a category.

To Assign/Edit the Item Category

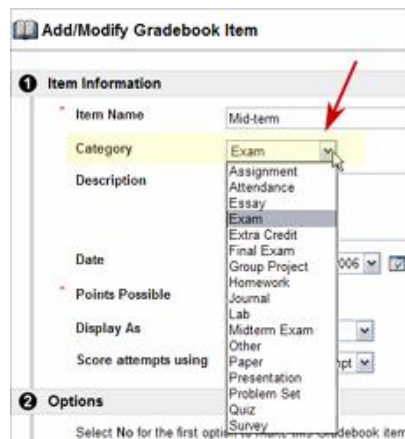
1. Click on the **Manage Item button** at the top of the Gradebook



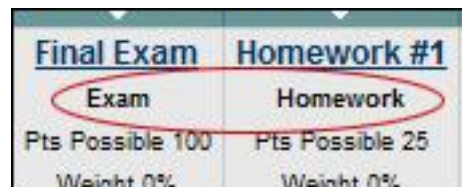
2. Click on the **Modify button** next to the item name



3. **Choose the Category** under which to organize the item from the drop-down list

A screenshot of the "Add/Modify Gradebook Item" dialog box. The "Item Information" section is active. The "Category" dropdown menu is open, showing a list of options: Assignment, Attendance, Essay, Exam, Extra Credit, Final Exam, Group Project, Homework, Journal, Lab, Midterm Exam, Other, Paper, Presentation, Problem Set, Quiz, and Survey. A red arrow points to the "Exam" option in the dropdown list. The "Item Name" field contains "Mid-term".

4. Click **Submit**
5. The category assigned shows up under the item name in the Gradebook

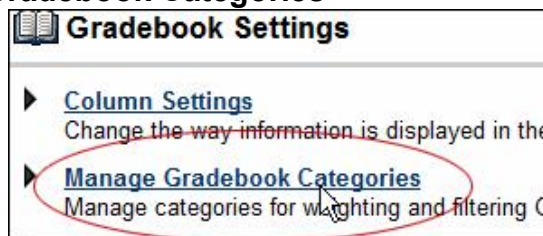
A screenshot of a gradebook table. The first column header is "Final Exam" and the second is "Homework #1". Below the headers, the first row shows "Exam" under "Final Exam" and "Homework" under "Homework #1". The "Exam" and "Homework" cells are circled in red. Below these, the "Pts Possible" are listed as 100 for the first column and 25 for the second. The "Weight" for both is 0%.

To Create a New Category

1. Click on **Gradebook Settings** in the toolbar at the top of the page



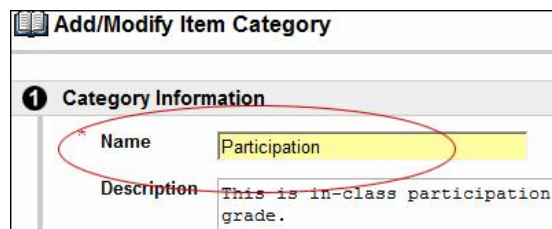
2. Click on **Manage Gradebook Categories**



3. Click on the **Add Category** button on the top left of the page



4. Type in a name (required), and if you like, a description on the Add/Modify Category page

A screenshot of the "Add/Modify Item Category" form. The "Name" field contains "Participation" and the "Description" field contains "This is in-class participation grade." Both fields are circled in red.

5. Click on **Submit**
 6. The new category will be displayed in the list of categories, with buttons allowing you to Modify and Remove this category.
- NOTE:** Only categories that the instructor has created can be modified or removed.



Weighting Grades

Grades can be weighted by category or item

1. Click on **Weight Grades** from the toolbar at the top

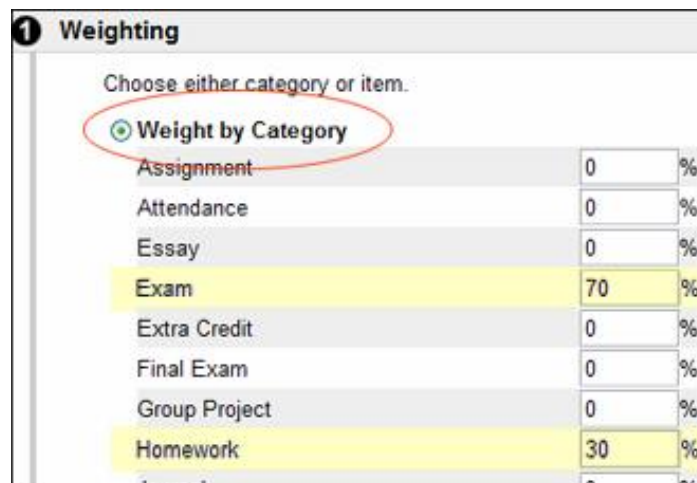


2. **Choose either Weight by Category or Weight by Item** by clicking the button next to the desired method.
3. Enter the percentages. **NOTE:** Total must equal 100%.

Weight by Category

When this option is selected, all items in that category have the same weight regardless of total points. The weight for each item is calculated by taking the weight for the category and dividing that by the number of items in the category. The total of the percentages must add up to 100%.

In the example below, exams are worth 70% of the grade and homework is worth 30% of the grade. If there are 2 exams, they are each worth 35% of the grade. If there are 3 homework assignments, they are each worth 10% of the grade – even if they are worth 30, 25 and 15 points respectively.



1 Weighting

Choose either category or item:

- Weight by Category

Assignment	0	%
Attendance	0	%
Essay	0	%
Exam	70	%
Extra Credit	0	%
Final Exam	0	%
Group Project	0	%
Homework	30	%
Journal	0	%

Weight by Item

When this item is selected, each item can have a unique weight in the final grade. The total of the percentages must equal 100.

In the example below, each item is weighted differently even though they may share the same category. The two exams are worth 30 and 40 percent of the final grade and the percentage of each homework assignment varies.



Weight by Item

Mid-term	30	%
Final Exam	40	%
Homework #1	10	%
Homework #2	7	%
Homework #3	3	%

4. Click the **Submit** button

The Gradebook display for **Weight by Category**.

<u>Mid-term</u>	<u>Final Exam</u>	<u>Homework #1</u>	<u>Homework #2</u>	<u>Homework #3</u>
Exam	Exam	Homework	Homework	Homework
Pts Possible 100	Pts Possible 100	Pts Possible 25	Pts Possible 25	Pts Possible 25
Weight 35%	Weight 35%	Weight 10%	Weight 10%	Weight 10%

The Gradebook display for **Weight by Item**

<u>Mid-term</u>	<u>Final Exam</u>	<u>Homework #1</u>	<u>Homework #2</u>	<u>Homework #3</u>
Exam	Exam	Homework	Homework	Homework
Pts Possible 100	Pts Possible 100	Pts Possible 25	Pts Possible 25	Pts Possible 25
Weight 30%	Weight 40%	Weight 10%	Weight 7%	Weight 3%

Total and Weighted Total vs Running Total and Running Weighted Total

A more accurate assessment of a student's progress is to ignore ungraded items (or nulls) when calculating the Total and Weighted Total grades. For example, the final course grade is determined by a mid-term and final and each is graded equally. A student gets 90% on the Mid-term. Since the null is also calculated in the Total Column, it shows up as a 45%. To change this setting do the following:

1. Click on the **Total (or Weighted Total) column title**
2. Click on **Item Information**
3. Select **Yes** or **No** for **Ignore Ungraded Attempts**
4. Then click on the **Weighted Total (or Total) column title** and change those settings

Gradebook: *Updating From a Spreadsheet*

In addition to entering grades directly into Blackboard, you can enter information into a spreadsheet and then upload the information into the Gradebook. Using a spreadsheet in this fashion allows you to make sophisticated calculations that are not available in Blackboard. All files download into Microsoft Excel.

Step 1: Downloading Your Current Blackboard Data

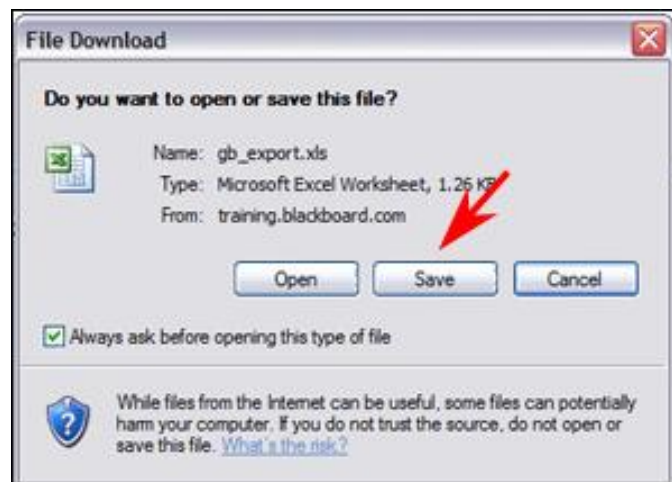
1. Click on the **Download Grades** button at the top of the screen.



2. **Select the record separator** (comma or tabs) that you wish to use. The default is tab.
3. Click on the **Submit** button.
4. This brings up the Download Gradebook page. Click on the **Download button**



5. A dialog box will appear asking what you want to do with the file. Click on the **Save** button and save the file locally.



Step 2: Editing Your Data in Microsoft Excel

6. **Start Microsoft Excel** on your computer.
7. Click on **File > Open** and find the file that you downloaded.
8. Select that file and **open** on your desktop
9. **Edit** the Excel file.

NOTE: Existing grades will not be automatically written over during upload.

In this example, I am adding a 'Sections' column to list the sections for each student.

	A	B	C	
1	Last Name	Sectons	Mid-term	[Fin
2	Caddlehop	101	80	
3	Flintstone,	102	90	
4	Grey, Zane	101	70	-
5	Roushdy,	102	90	-
6	Walken, C	102	100	-
7	West, Mae	101	80	-

NOTE: The Total and Weighted Total columns are included in a Gradebook download. However, these columns will not be included in a Gradebook Upload because they are generated by calculations within the Gradebook .The instructor cannot manipulate the data for these areas.

10. **Save** your edited file as a **TEXT FILE** (extension .txt) for best results

Step 3: Uploading Your Grades Into Blackboard

11. Click on the **Upload Gradebook** button



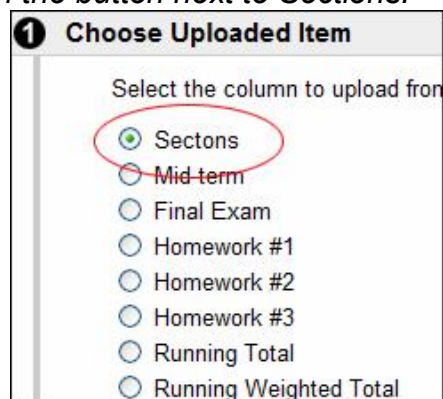
12. This brings up the Upload Gradebook page. Click on the Browse button and **select the file.**

13. Click **Submit.**

14. This brings up the **Choose Column to Upload** page. Under **Section 1. Choose Uploaded Item**, all of the columns in the Excel file are listed. You can select one or more columns to upload.

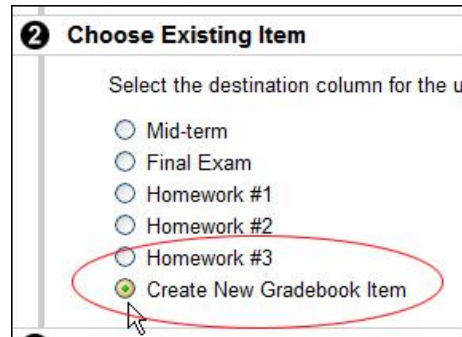
NOTE: Existing grades will not be automatically written over during upload.

In the example, I click on the button next to Sectons.



NOTE: The Total and Weighted Total columns are included in a Gradebook download. However, even though these columns are listed, they will not be included in a Gradebook Upload because they are generated by calculations within the Gradebook.

15. In **Section 2. Choose Existing Item**, click on which column this is to replace or, if it is a new column, select **Create New Gradebook Item**.



2 Choose Existing Item

Select the destination column for the u

- Mid-term
- Final Exam
- Homework #1
- Homework #2
- Homework #3
- Create New Gradebook Item

16. Click on the **Submit** button.
17. On the **Choose Rows to Upload** page, click on the names to upload or **Select All**.
18. Click on the **Submit** button.

Course Backups

After a course ends, you may want to save a copy with the students' records as a reference. You may also want to use the course again without having to recreate all of the course content. Then again, if you are working at another university, it may be that you need to take the course with you and install it on another Blackboard server. All of these options are available in Blackboard, it is simply a matter of choosing the action that will best meet your goals.

Archive Course > Restore Course

A course archive is a complete backup of a course with the student data. When a course is archived, it creates a zip file for you to download locally. Archive your course before you copy or recycle course materials. "Restore" is the function to use when you need to unzip the data get it back into Blackboard. Here are the features to know about Archive/Restore functions:

- Archive is an exact record of a course
- Backs up the entire course with student data
- Backs up the Gradebook
- Will restore user accounts if needed
- Restore is done by the **System Administrator**

Steps to Archive a course:

1. Go to the **Control Panel**
2. Go to **Course Options**
3. Click on **Archive Course**
4. This brings you to the **Export/Archive Manager** page
5. Click on the **Archive** button at the top of the page
6. You will get a notice that your request has been queued and an email will be sent to you. Click **OK**
7. The **link to the zip file** containing the archive of the course will be listed on the Export/Archive Manager page.
8. Click on the **Log** button to see when the archive has been completed.
9. Click on the **Detailed Log** for time stamps of when each part of the course was completed and how long it took
10. Click on the **file name to download the file.**



11. To remove the file, click on the **Remove** button

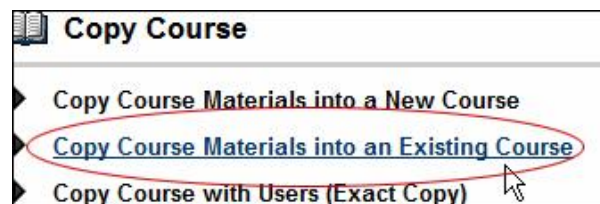
Copy Course

It is possible to copy all or some of the course materials into a new or existing course space. Copy course is useful if you would like to perform any of these functions:

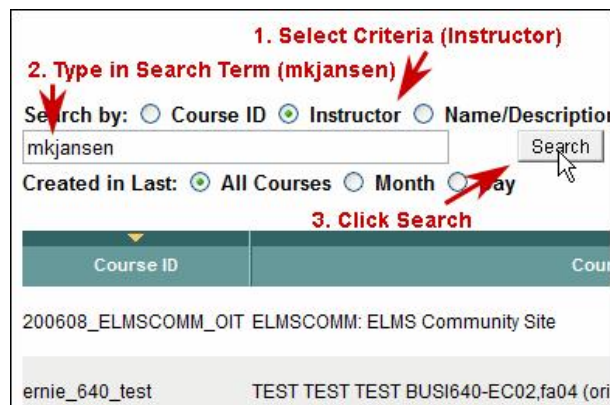
- Create a new course
- Create new sections of the same course
- Share pieces of course content from one course in several other courses
- Copy tool settings (for example, the Gradebook settings)

Steps to Copy a course:

1. Go to the **Control Panel**
2. Go to **Course Options**
3. Click on **Copy Course**
4. This brings you to the **Copy Course** page. Click on **Copy Course Materials into Existing Site**



5. First, under **Course Selection**, Type in the Course ID or click on the Browse button to find the course in which you would like to copy course materials.
NOTE: You will only be able to select courses in which you are an instructor, teaching assistant or course builder.



1. Select Criteria (Instructor)

2. Type in Search Term (mkjansen)

Search by: Course ID Instructor Name/Description

mkjansen Search

Created in Last: All Courses Month Day

3. Click Search

Course ID	Course Name
200608_ELMSCOMM_OIT	ELMSCOMM: ELMS Community Site
ernie_640_test	TEST TEST TEST BUSI640-EC02_fa04 (ori

6.

7. Next, under **Select Course Materials**, click on the box next to the materials that you would like copied.
8. Click on the **Submit** button.
9. Your request will be queued and you will be notified by email when it is completed.

Export Course > Import Course

Unlike the archive function, when a course gets exported, no student data or interactions are stored with the export. Export files only create content, tools, and settings. This includes options to select which pieces of the course to export. This is useful when moving a course from one Blackboard server to another.

Files are exported into zip files. To retrieve the course, use the Import function. Course files are imported in the same format. Do NOT unzip the export file or remove files from it or it will not import properly.

Steps to **Export a course**:

1. Go to the **Control Panel**
2. Go to **Course Options**
3. Click on **Export Course**
4. This brings you to the **Export/Archive Manager** page
5. Click on the **Export button** at the top of the page
6. Click on the **areas of the course to export**
7. A notice will be generated that the process is in queue and an email will be sent when it is completed.
8. The **zip file** containing the export of the course **will be listed** on the Export/Archive Manager page.
9. Click on the **Log** button to see when the export has been completed.
10. Click on the **Detailed Log** for time stamps of when each part of the course was completed and how long it took
11. Click on the **file name to download the file.**
12. To remove the file, click on the Remove button

Steps to **Import a course**:

1. Go to the **Control Panel**
2. Go to **Course Options**
3. Click on **Import Course**
4. Use the **Browse** button to locate the file and select it
5. **Select the course materials** to import in Step 2.
6. Click **Submit**