



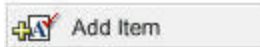
## Adding Items to the Gradebook

Instructors can post grades in Blackboard's gradebook for assignments and quizzes not taken via a Blackboard assessment.

### To Add an Item:

Login to your course site.

1. Go to the Control Panel
2. Select Online Gradebook from the ASSESSMENT area.
3. Select Spreadsheet view.
4. Click on the ADD ITEM button.



5. Enter the name of the assessment item, select the type of item, and enter the total points possible.



**1 Enter Item Information**

Name:

Type:

Points possible:

Under Option 2, choose whether this item is visible to students. Click Submit.

6. You will receive a 'receipt' that this item has been added to the Gradebook. Click OK.

Students must be enrolled in your Blackboard course before the item will appear in the Spreadsheet view.

If there aren't any students enrolled, the spreadsheet view will state, "no users found". As soon as a student enrolls, the item along with the student roster will automatically appear on the Spreadsheet.

## To enter grades:

1. From the Spreadsheet view, click on the **name of the assessment item**
2. This brings up the Report window on Item Statistics and Scores.  
Enter scores for each student

### Scores

<u>Date</u>	<u>Student</u>	<u>Score</u>
Oct 10, 2001	Eight, Online (online8)	<input type="text" value="45"/>
Oct 10, 2001	Eleven, Online (online11)	<input type="text" value="37"/>

When finished entering scores, click Submit.

3. To view students' scores, return to Spreadsheet view.

	<u>Project #2</u> Group Project	<u>Total Points</u>
<a href="#">Eight, Online (online8)</a>	45	45
<a href="#">Eleven, Online (online11)</a>	37	37

4. To change a student's score, click on the point total (i.e. to change Online Eight's score, click on '45' in the Project 2 column).
5. Delete the current score and enter the correct score.  
Click submit.

<u>Item</u>	<u>User</u>	<u>Score</u>	<u>Points Possible</u>	<u>Class Avg.</u>
Project #2	Online Eight	<input type="text" value="45"/>	50	41

6. Return to the Spreadsheet to view changes.