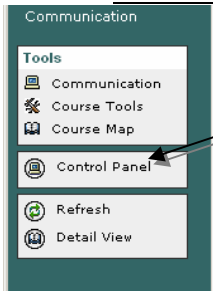
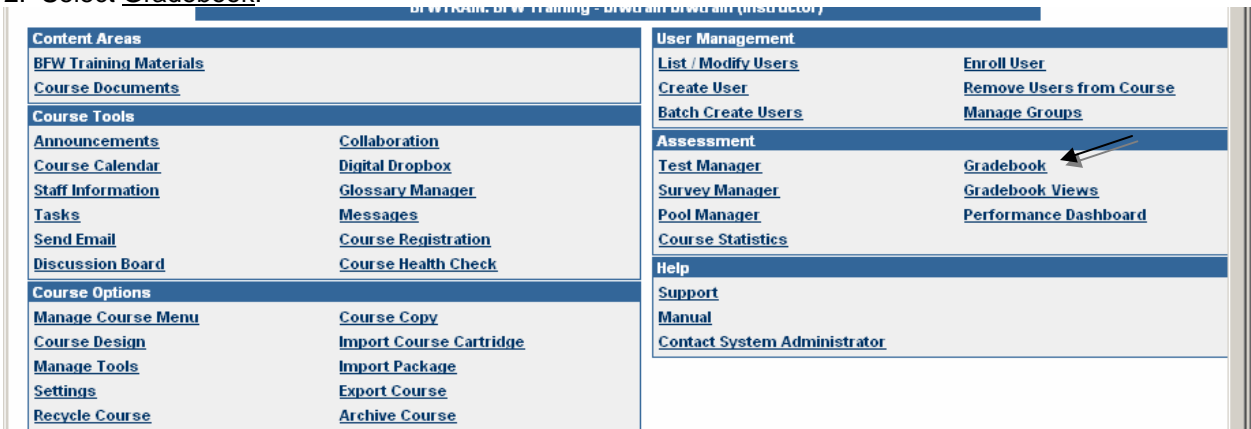


How to view the gradebook in Blackboard...

1. Go to Control Panel.



2. Select Gradebook.



3. You can add an offline item to the gradebook by clicking on Add Item.

Gradebook View Spreadsheet

My Institution Courses Community

COURSES > BFW TRAINING > GRADEBOOK

Gradebook View Spreadsheet

[Add Item](#) [Manage Items](#) [Gradebook Settings](#) [Weight Grades](#) [Download Grades](#) [Upload Grades](#)

Sort Items by Filter Items by Category Filter Users by Last Name

Name (Last, First)	Quiz 1 Exam Pt. Possible 100 Weights	Running Total Pt. Possible 100	Running Weighted Total
Sady, Bryce	-	-	-
Student, Student	-	-	-

2 Users
Displaying records 1 - 2

In Progress
- No Information
! Needs Grading
? Grading Error
✓ Completed
* Denotes an unavailable item

4. Include the name, the number of points possible, and other information for the gradebook entry. Click Submit.

My Institution Courses Commu

COURSES > BFW TRAINING > CONTROL PANEL > GRADEBOOK > ADD/MODIFY GRADEBOOK ITEM

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 the Student Gradebook. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field