GB – Blackboard Gradebook Enhanced

Duration: 2 hours

This session is hands-on. If you are teaching a face-2-face course this workshop will walk you through setting up your grade columns, safe assignments, course materials and communicating with your students

✓ Logging in to Blackboard
  o Link to Blackboard
  o Enter / Logon
    ▪ Faculty & Student user-id and password

✓ Dashboard – Blackboard home page
  o Modules
    ▪ Announcements
    ▪ My Courses
    ▪ My Messages

✓ Course Homepage
  o Navigation the course Interface
    ▪ Edit Mode Switch
    ▪ Chevron
      • Show & Hide
    ▪ Assignments
      • Safe Assignment
      • Adding an Assignment
    ▪ Announcement
    ▪ Course Mail (Attach Files)
    ▪ Course Materials
    ▪ Log Out
  o Resources
    ▪ My Grades Tutorial
    ▪ Faculty Tutorials
    ▪ e-Learning Staff/Contact

✓ Grade Center
  o Setting up Grade Center
    ▪ Create Categories
    ▪ Review Grading Schema
    ▪ Add Grade Columns
      ▪ Assignment
        o Create
        o Edit/Delete an Assignment
        o Safe Assignment
        o Delete a Grade Column
    ▪ Manage Columns
    ▪ Entering Grades
      ▪ Edit Grades
      ▪ Provide Feedback

✓ Control Panel
  ▪ Content Collection
  ▪ Student View