## Planning to Use the Blackboard Grade Center

#### Eric Fredericksen, EdD

Associate Vice President for Online Learning Professor in Educational Leadership

#### Lisa Brown, EdD

Assistant Director
University IT & URMC Institute for Innovative Education



## Learning Objectives Participants will be able to...

- Planning your Grade Center
- Set up a New Columns
- Create and Set Categories
- Review your Grade Center Points
- Review and Reorganize your Grade Center Columns
- Setup a Smart View
- How to Grade and Use Rubrics
- Understand what a Student Sees My Grades

#### **PLANNING**

 Acknowledge that grading can be unique, and one model might not fit every course

- What is your grading policy?
  - 1 What are all of the assignments and assessments worth in your course?
  - 2 Based on how students perform on those, what grade will they earn.

#### Grading Policy 🐴

Students will be evaluated through the following activities.

#### Participation in class discussion & activities - 25%

Each module will have a discussion section in which we will share ideas and ask questions to better understand the topic and readings under study. Each class member is expected to participate in these discussions by posting an initial response based on the course readings and subsequently replying to the posts of classmates in order to engage in meaningful discourse. Your MINIMUM participation is <a href="mailto:three-posts-per-module">three-posts-per-module</a> (one initial post and at least two responses to classmates' posts). I anticipate that you will be compelled to respond much more frequently than this. In addition, your postings to the discussion should be contributed over the duration of the module, not within the same brief session, to receive the maximum score. Your initial post should be within the first two days of the opening of the module and your responses to classmates should be within the first week.

#### Module guizzes - 10%

At the end of each module (except Module 5), you will take a quiz (2 points each) on the course readings. These quizzes will help you to organize and formalize your understandings of the readings.

#### Experimenting with Web 2.0 Tools - 15%

Final Project - Building your online course - 40% (comprised of several assignments)

#### Personal Reflection Journals - 10%

In each Module, you will reflect on the module readings, the class discussion, and your personal construction of knowledge from the learning activities. You will write a concise summary of your reflections in a journal at the end of every module. This should be no more than 2 paragraphs and submitted on the last day of the module.

#### And the grade distribution for this course is as follows:

94 and above= A

90-93 = A-

85-89 = B+

80-84 = B

69-79 = C

Less than 69 = E

[Students on Pass/Fail must achieve a 70 or higher.]

All work should be submitted on time ... points will be deducted for work handed in late.

#### Instructor Response and Feedback

Students should expect to receive feedback on their assignment grades within one week after the due date.

- Benefits to the faculty member
  - Efficiency
    - Use this as the vehicle to collect and review all assignments and assessments
    - This can include other elements attendance/participation or activities with tools outside of Blackboard
    - Provide and share feedback to your students
    - All of this is retained and archived in your course
    - Saving time at the end of the semester for final grading let the grade center calculate the totals

- Benefits to the student
  - Ability to monitor their work and progress
    - Through **MY GRADES** Students can see all assignments and assessments
    - Students can have access to rubrics if available
    - They can track and confirm what they have submitted
    - They can see their score and feedback
    - They can see their running total for the course

y Grades				
All Graded Upcoming Submitted		Order by: Course Order \$		
ITEM	LAST ACTIVITY	GRADE		
Total View Description Grading Criteria		-		
Course Information Quiz Test	UPCOMING	,n		
Discussion - Module 1 Discussion	UPCOMING	<b>.</b> /5		
Course Profile Assignment and Peer Discussion Discussion View Rubrid	UPCOMING	/5		
Quiz - Module 1 Test	UPCOMING	<u>,</u> /2		
Journal - Module 1 Journal	UPCOMING	- /2		
Journal - Module 2 Journal	UPCOMING	- /2		
Discussion - Module 3 Discussion	UPCOMING	<b>-</b> /5		
Learning Objectives Table Assignment and Peer Discussion Discussion View Rubrid	UPCOMING	/10		
Journal - Module 3 Journal	UPCOMING	- /2		
Discussion - Module 4 Discussion	UPCOMING	- /5		
Discussion - Module 4 Web Tools Discussion	UPCOMING	/15		
Instructional Resources and Tools assignment Discussion View Rubrig	UPCOMING	<b>-</b> /5		
Journal - Module 4 Journal	UPCOMING	- /2		
Online Course Peer Review Discussion	UPCOMING	<b>-</b> /5		
Journal - Module 5 Journal	UPCOMING	<b>-</b> /5		
Journal - Module 6 Journal	UPCOMING	<b></b> /2		

#### OTHER GRADING EXAMPLES

### Example 1

Student mastery of course material will be assessed as follows:

Activity	% Grade
Class attendance & participation (includes Discussions)	15
Legal research exercise	10
Public Comment on proposed regulations	35
Community health coalition project	
1 page overview of your coalition	10
5 page policy brief on coalition's priority issue	20
Group Presentation on coalition policy	5
Voting exercise	5
TOTAL	100

#### Example 2

Grading cut-offs are listed as follows

```
(A: > 1000; A-: 950 – 999; B+: 900 – 949; B: 850 – 899; B-: 750 - 849; C: 650 – 749; D: 500 – 649; F:< 499)
```

Points can be earned as follows:

- Laboratory Grade (210 points)
- Exams (550 points total)
- Homework (15 points per week; 180 points total)
- Workshop (10 points per week; 120 points total)
- Infographics (45 points each; 315 points total)
- Profile a Chemist (40 points each; 280 points total)
- Term project (150 points)
- Your Assignment Here

#### Example 3

- 4 Exams each worth 15%
- Final project worth 20%
- Group study projects 10%
- Attendance and participation 10%

#### GRADE CENTER COLUMNS

### Columns Created Automatically

- Every Test/Quiz that is "Deployed"
- Every Assignment created
- Every Discussion board where Grading is Enabled
- Every Journal where Grading is enabled
- Every Wiki where Grading is enabled

## Assessment Tests and Assignments

- When added to a Content Area these will automatically create grade center columns
- Tests points based on test created
- Assignment set points upon creation

#### Discussion, Journals, Wiki

	anonymousiy. Those options will be set for you automatically.	
Grade	○ No Grading in Forum	
	Grade Discussion Forum: Points possible: 2	
	○ Grade Threads	
GRADE SETTINGS		
If a Due Date is set, submissions are accepted after this date, but are marked late.		
Grade Journal	No grading	
	● Grade : Points possible : 10	
Grade Wiki	○ No grading	
	Grade : Points possible : 6	

## Other Tools with Grading Capabilites

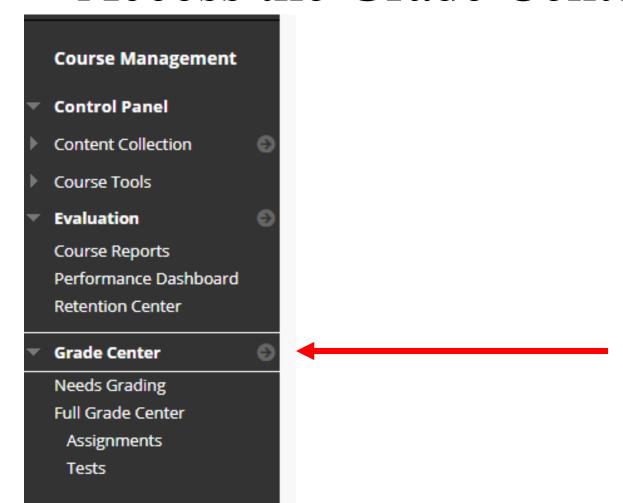
- Voicethread One column per Assignment, when using Assignment Builder
- Yellowdig One column for all activity
- Qwickly Attendance
- Perusall One column per assignment

## CREATE NEW COLUMNS TO GRADE OTHER THINGS

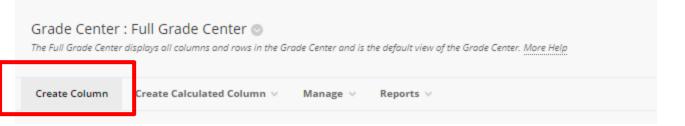
#### Like...

- In-person Presentation
- Performance
- Physical object (Artwork)

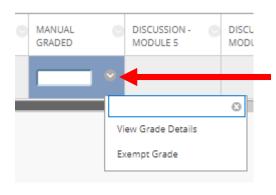
#### Access the Grade Center



#### Create Column



## Use this to create a manual entry grade column

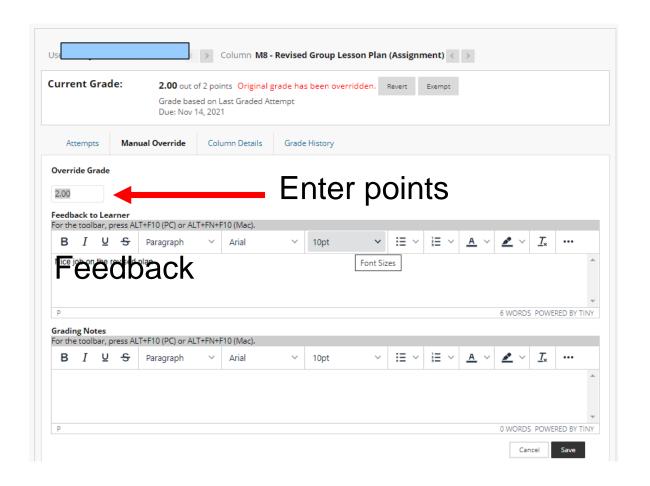


Click in the cell and type in number of points Hit enter.

or

**Use View Grade Details** 

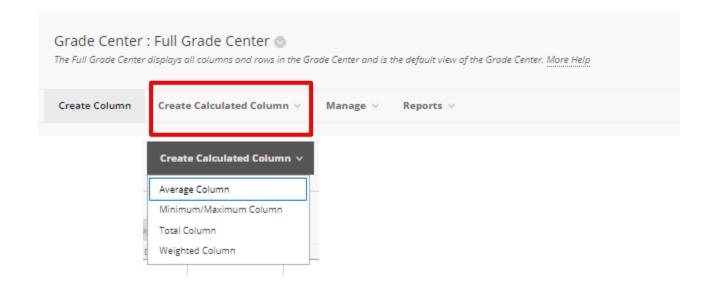
#### Grade Details



#### Or

Weighted / Calculated totals

#### Create Calculated Column

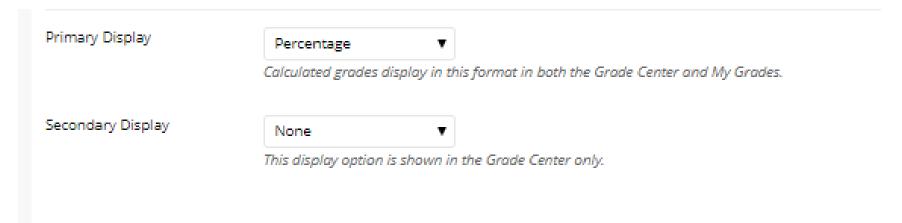


Use this to create column that either Averages, totals, or weights graded items.

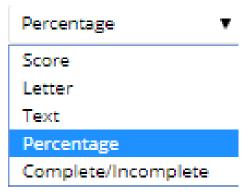
#### Provide Column Name



### Select How Displayed



For weighted columns, please use the percentage.
Unless your new points for this adds to 100.



## Choose Weighting Options

columns and categories to include in this weighted grade and then set the weight per  Weighted Grade	rcentages.	
Columns to Select: Weighted Total Total	Selected Columns:  Enter the weight percentage for each item. Percentages should add up to 100 percent.	
Ouiz - Module 1 Quiz - Module 2 Quiz - Module 3 Quiz - Module 4	% Stategory: Discussion  Weight Columns:   Equally Proportionally	•
Column Information  Categories to Select:	<ul> <li>⊕ Drop Grades</li> <li>Drop Highest Grades</li> <li>GR Use only the Use only the Use only the Highest Value to Calculate Highest Value to Calculate</li> </ul>	
Survey Test Blog	Drop Lowest Grades	
Journal Self and Peer	% Category: Assignment	•
Category Information	Weight Columns: ⊕ Equally ⊕ Proportionally	
	Drop Grades     OR    Use only the	

## Column Options

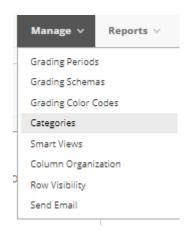
Select <b>No</b> for the first option to	exclude this Grade Center column from calculations. Select I
Include this column in Grade Center calculations	Yes       No
Show this column to students	Yes
Show Statistics (average and	○ Yes ⊛ No

median) for this column to Students in My Grades

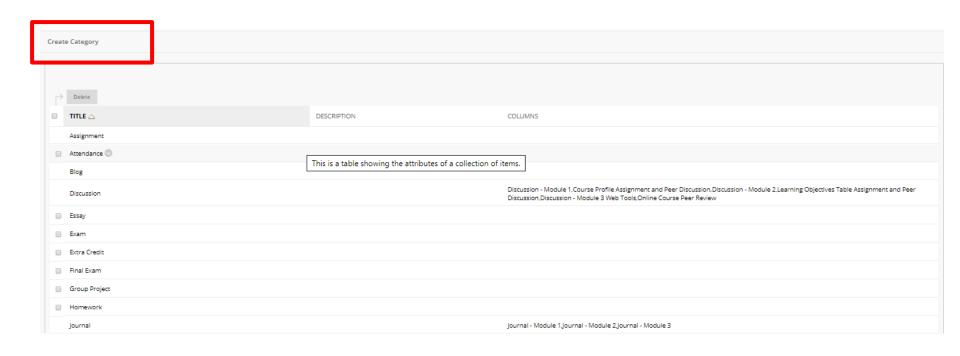
# CREATE CATEGORIES USED FOR WEIGHTING OR DROPPING GRADES



### Manage Categories



### Create Category

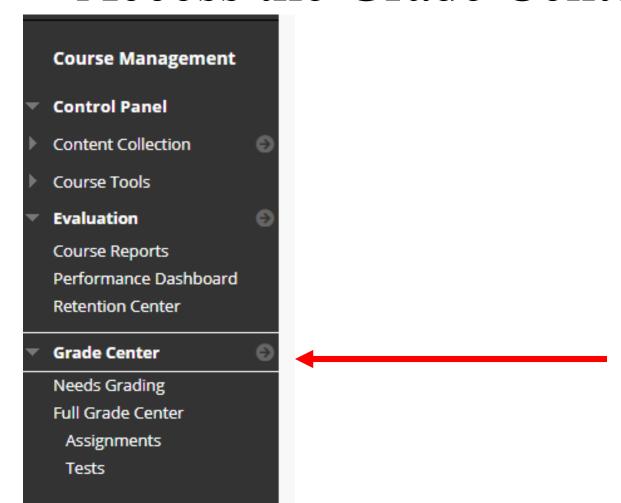


### Provide Name and Description

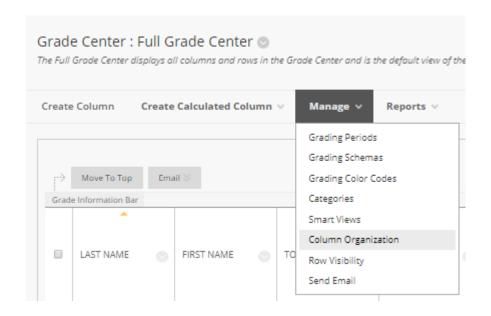
* Indicates a required field.	
CATEGORY INFORMATION	V
* Name	
Description	

## REVIEW YOUR GRADE CENTER POINTS

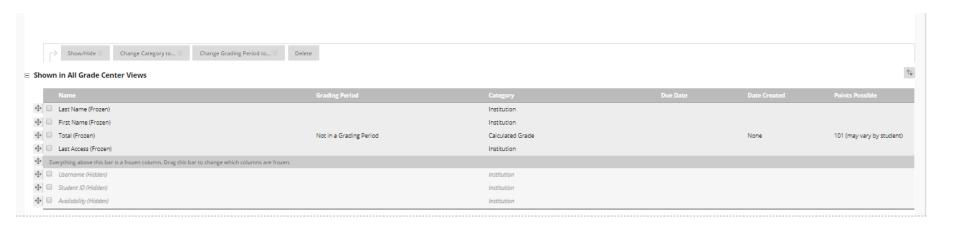
#### Access the Grade Center



### Manage, Column Organization



#### Default Grade Center Columns



#### Graded Items - Points

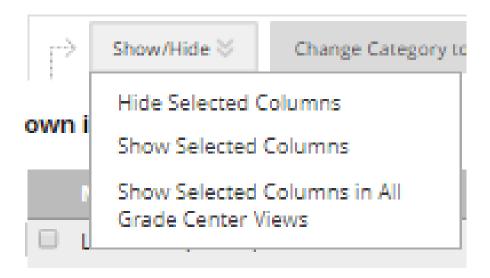
Name 🗸	Grading Period	Category 💟	Due Date 🗸	Date Created 🗸	Points Possible 🗸
Getting to Know You (Hidden)	Not in a Grading Period	Survey	None	Sep 9, 2013	0
Course Information Quiz	Not in a Grading Period	Test	None	Dec 1, 2013	1
Discussion - Module 1	Not in a Grading Period	Discussion	None	May 18, 2016	5
Course Profile Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Quiz - Module 1	Not in a Grading Period	Test	None	Mar 11, 2013	5
Journal - Module 1	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 2	Not in a Grading Period	Discussion	None	May 18, 2016	5
<ul> <li>Learning Objectives Table Assignment and Peer Discussion</li> </ul>	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Module 2 - Voicethread on COI	Not in a Grading Period	No Category	None	None	5
Quiz - Module 2	Not in a Grading Period	Test	None	Mar 18, 2013	5
Journal - Module 2	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 3 Web Tools	Not in a Grading Period	Discussion	None	May 18, 2016	0
Journal - Module 3	Not in a Grading Period	Journal	None	May 13, 2019	5
Online Course Peer Review	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
■ Test - All Question Types	Not in a Grading Period	Test	None	Jul 14, 2020	0

# REVIEW AND REORGANIZE YOUR GRADE CENTER COLUMNS

#### Graded Items – Due Dates

t in a Grading Period		<b>–</b>			
Name V	Grading Period	Category 🗸	Due Date ✓	Date Created 🗸	Points Possible 🗸
Getting to Know You (Hidden)	Not in a Grading Period	Survey	None	Sep 9, 2013	0
Course Information Quiz	Not in a Grading Period	Test	None	Dec 1, 2013	1
Discussion - Module 1	Not in a Grading Period	Discussion	None	May 18, 2016	5
Course Profile Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Quiz - Module 1	Not in a Grading Period	Test	None	Mar 11, 2013	5
Journal - Module 1	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 2	Not in a Grading Period	Discussion	None	May 18, 2016	5
Learning Objectives Table Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Module 2 - Voicethread on COI	Not in a Grading Period	No Category	None	None	5
Quiz - Module 2	Not in a Grading Period	Test	None	Mar 18, 2013	5
Journal - Module 2	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 3 Web Tools	Not in a Grading Period	Discussion	None	May 18, 2016	0
Journal - Module 3	Not in a Grading Period	Journal	None	May 13, 2019	5
Online Course Peer Review	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
■ Test - All Question Types	Not in a Grading Period	Test	None	Jul 14, 2020	0

#### Show/Hide Selected Columns

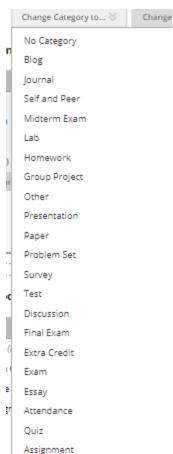


Note, this is hiding them from you the instructor, not hiding them from the student.

## Graded Items – Category

ot in a Grading Period					
Name V	Grading Period	Category 🗸	Due Date 🗸	Date Created 🗸	Points Possible V
Getting to Know You (Hidden)	Not in a Grading Period	Survey	None	Sep 9, 2013	0
Course Information Quiz	Not in a Grading Period	Test	None	Dec 1, 2013	1
Discussion - Module 1	Not in a Grading Period	Discussion	None	May 18, 2016	5
Course Profile Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Quiz - Module 1	Not in a Grading Period	Test	None	Mar 11, 2013	5
Journal - Module 1	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 2	Not in a Grading Period	Discussion	None	May 18, 2016	5
<ul> <li>Learning Objectives Table Assignment and Peer Discussion</li> </ul>	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Module 2 - Voicethread on COI	Not in a Grading Period	No Category	None	None	5
Quiz - Module 2	Not in a Grading Period	Test	None	Mar 18, 2013	5
Journal - Module 2	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 3 Web Tools	Not in a Grading Period	Discussion	None	May 18, 2016	0
Journal - Module 3	Not in a Grading Period	Journal	None	May 13, 2019	5
Online Course Peer Review	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Test - All Question Types	Not in a Grading Period	Test	None	Jul 14, 2020	0

## Set Categories on Selected Columns



## Reordering Graded Items

let in a Cuadina Daviad					
Name ▽	Grading Period	Category ∨	Due Date ▽	Date Created ✓	Points Possible 🗸
Getting to Know You (Hida n)	Not in a Grading Period	Survey	None	Sep 9, 2013	0
Course Information Quiz	Not in a Grading Period	Test	None	Dec 1, 2013	1
Discussion - Module 1	Not in a Grading Period	Discussion	None	May 18, 2016	5
Course Profile Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Quiz - Module 1	Not in a Grading Period	Test	None	Mar 11, 2013	5
Journal - Module 1	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 2	Not in a Grading Period	Discussion	None	May 18, 2016	5
Learning Objectives Tabl Assignment and Peer Discussion	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Module 2 - Voicethread on COI	Not in a Grading Period	No Category	None	None	5
Quiz - Module 2	Not in a Grading Period	Test	None	Mar 18, 2013	5
Journal - Module 2	Not in a Grading Period	Journal	None	May 13, 2019	5
Discussion - Module 3 W b Tools	Not in a Grading Period	Discussion	None	May 18, 2016	0
Journal - Module 3	Not in a Grading Period	Journal	None	May 13, 2019	5
Online Course Peer Review	Not in a Grading Period	Discussion	None	Jul 9, 2020	20
Test - All Question Types	Not in a Grading Period	Test	None	Jul 14, 2020	0



Drag and Drop Items to Reorder

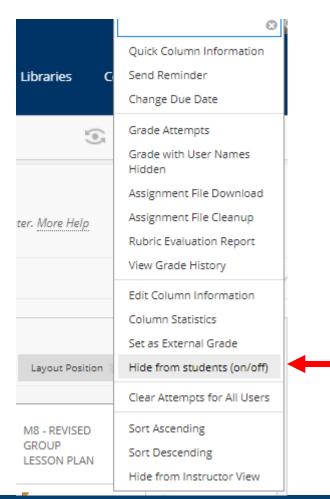
## Submit to Save Changes

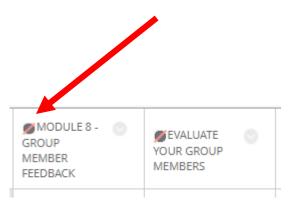
```
a May 13, 2019 5
a Jul 9, 2020 20
a Jul 14, 2020 0

Cancel Submit
```

## OTHER GRADE CENTER FEATURES

#### Hide columns from students

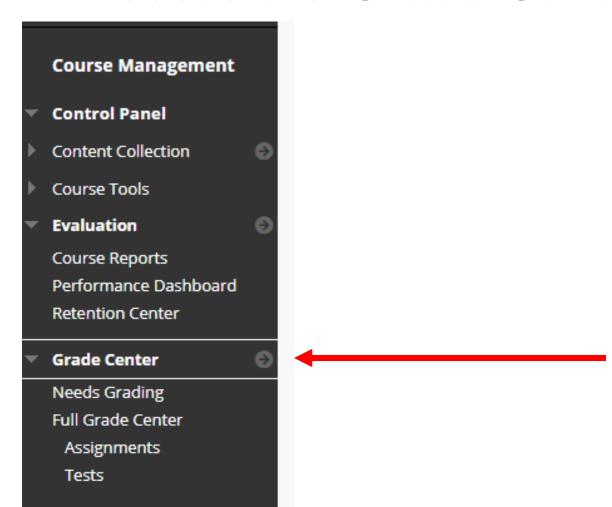




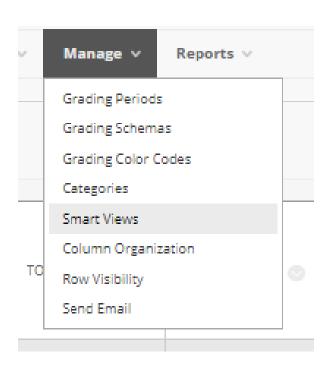
## Column Options

OPTIONS	
Select <b>No</b> for the first option to	exclude this Grade Center column from calculations. Select I
Include this column in Grade Center calculations	Yes      No
Show this column to students	Yes      No     ✓
Show Statistics (average and median) for this column to Students in My Grades	○ Yes ® No

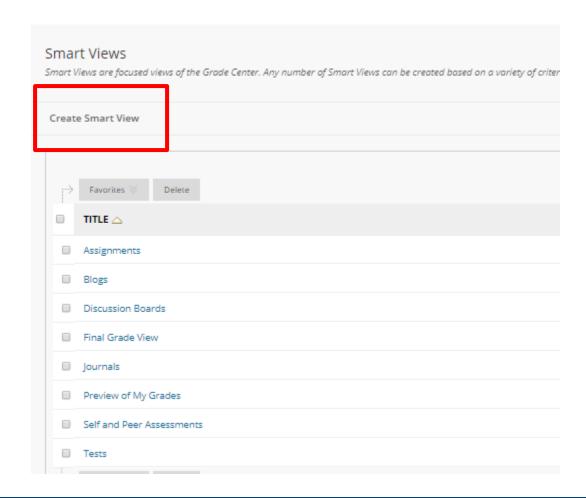
#### Access the Grade Center



#### Manage – Smart Views



#### Create a Smart View



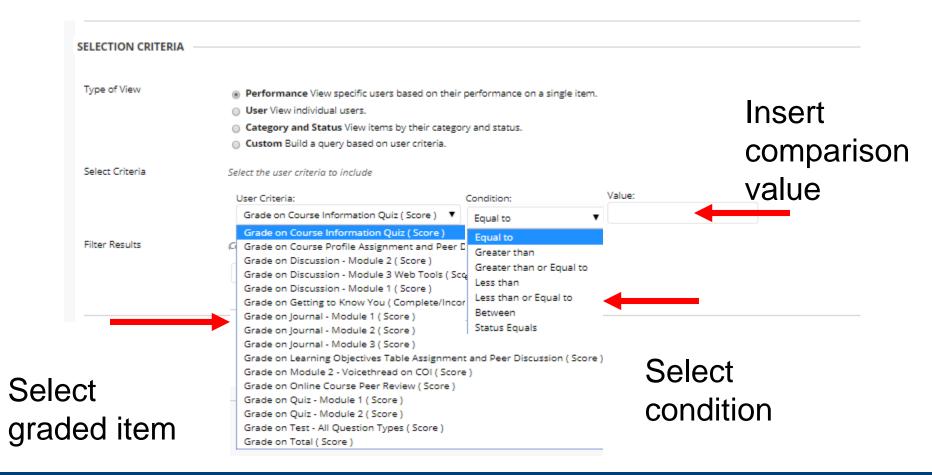
## Provide a Name and Description

* Indicates a required field.	
SMART VIEW INFORMATIO	N
* Name	
Description	
Type	Custom
Add as Favorite	

### Choose a Type

- Performance
  - View users based on performance of a single graded item
- User
  - View selected users
- Category and Status
- Custom

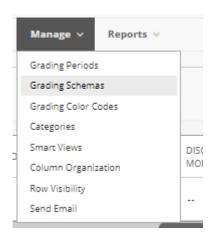
#### Performance Type

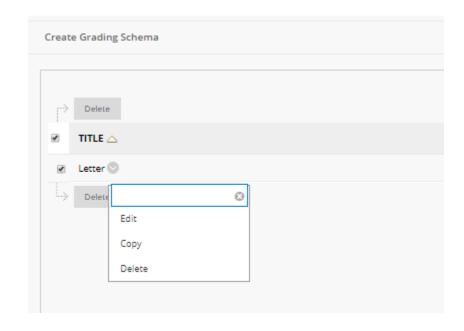


#### Custom Build

SELECTION CRITERIA —	
Type of View	<ul> <li>Performance View specific users based on their performance on a single item.</li> <li>User View individual users.</li> <li>Category and Status View items by their category and status.</li> <li>Custom Build a query based on user criteria.</li> </ul>
Select Criteria	Select the users' grade criteria to benchmark.
	1 User Criteria: Condition: Availability ▼ Equal to ▼ ® Available / ○ Unavailable  Add User Criteria
Formula Editor	Change the operators and insert parentheticals to edit the formula.  1  Manually Edit
Filter Results	Columns to Display in Results:  Columns Used in Criteria   ■ Include Hidden Information

## Grading Schemas



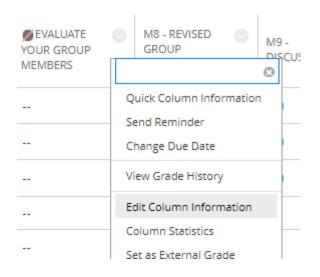


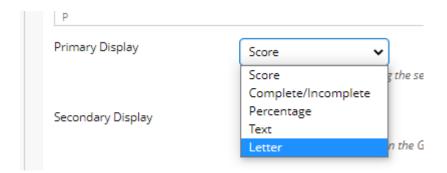
### Edit Letter Grading Schema

Nan	ne	Letter				
escrip	ition					
	A MAPPING  Center columns that are as	utomatically graded, s	uch as Tests, will be converted to this dis	play option ac	ccording to the grade	mapping provided l
Grade	es Scored Between	Will Equal	Grades Manually Entered as	Will Calcul	ate as	Insert Rows
97	% and 100 %	A+	A+	98.5 %		€-
94	% and Less Than 97%	A	A	95 %	Delete Row	€
90	% and Less Than 94%	A-	A-	91.5 %	Delete Row	
87	% and Less Than 90%	B+	B+	88.5 %	Delete Row	€
84	% and Less Than 87%	В	В	85 %	Delete Row	<b>←</b>
80	% and Less Than 84%	B-	B-	81.5 %	Delete Row	€
	% and Less Than 80%	C+	C÷	78.5 %	Delete Row	€
77	% and Less Than 77%	С	С	75 %	Delete Row	←
74	% and Less Than 74%	C-	C-	71.5 %	Delete Row	€
			D+	68.5 %	Delete Row	←
74	% and Less Than 70%	D+				←
74 70	% and Less Than 70%		D	65 %	Delete Row	
74 70 67		D	D .	65 % 61.5 %		<b>←</b>

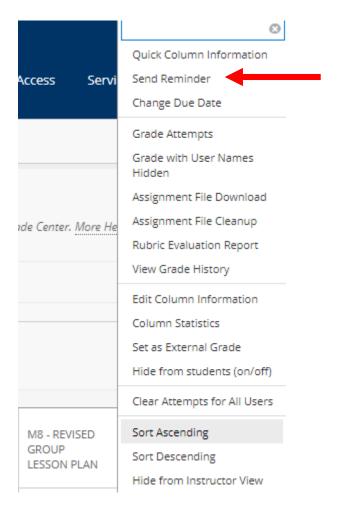
Make sure that you review this and update based on your course and UR standards

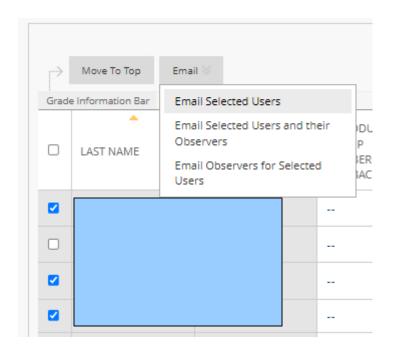
## Setting a Letter Grade



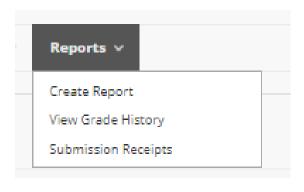


#### Email from Grade Center





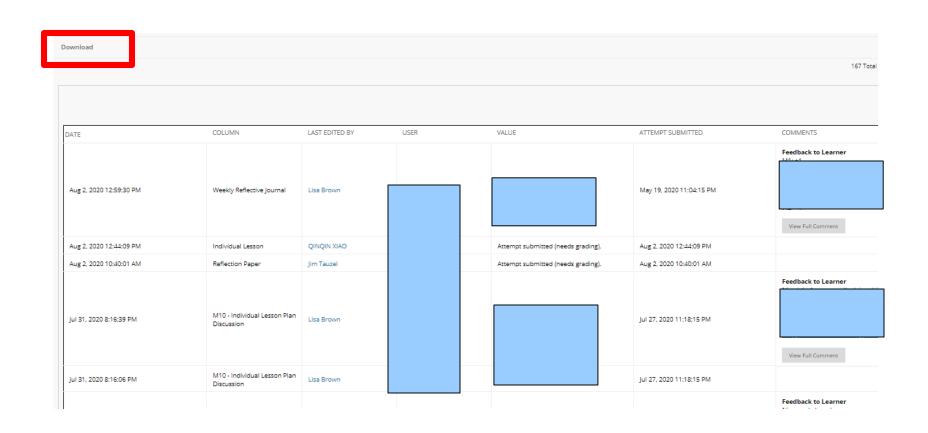
## Grade Center Reporting



#### **Submission Receipts**

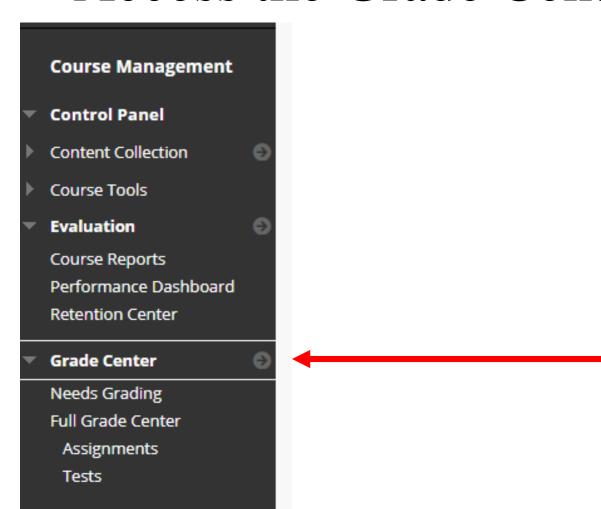
CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK	DATE	SUBMISSION	SIZE
d39a0a28-11f8-43d3-99f8-7272bdc34859			Individual Lesson	Aug 2, 2020 12:44 PM	Written submission Backward Design Qinqin Xiao.docx	72bytes 18.5kb
c0e71ca1-cf4d-4755-917f-0d9be15fdfb5			Reflection Paper	Aug 2, 2020 10:40 AM	EDE484 Final Reflection Paper JTauzel.pdf	127.8kb
dc0709b2-2369-49ef-943c-2c83d640e9cd	CIETI DUI EC		M8 - Group Project - Revised Plan	Jul 25, 2020 11:35 PM	Lesson Plan-Flipping the Classroon-EDE 484 online.docx	44.6kb

## Grade History

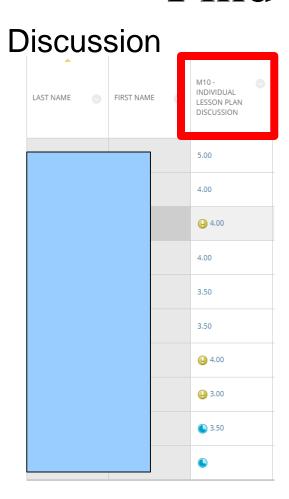


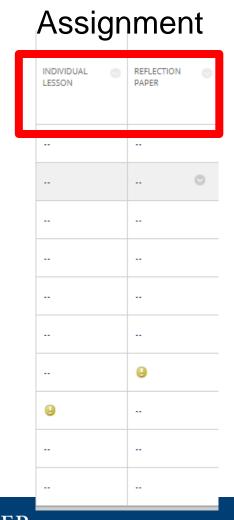
#### **GRADING**

#### Access the Grade Center



#### Find a Graded Column

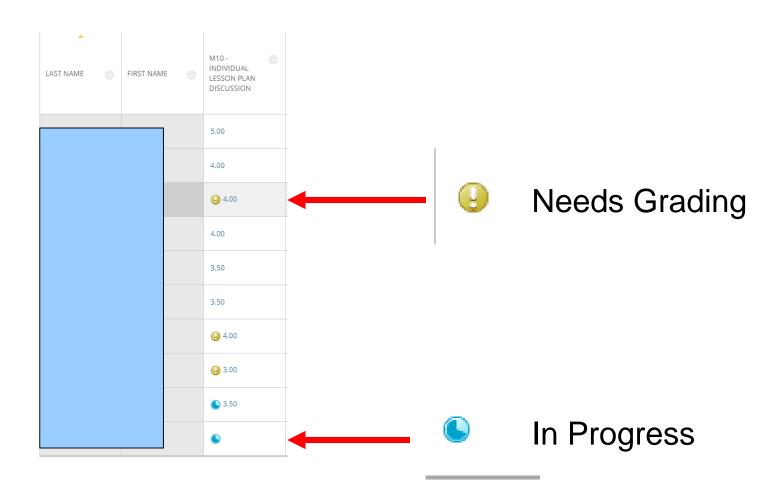




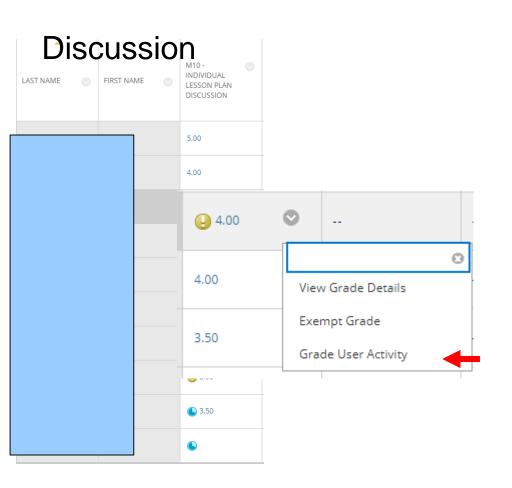
#### **Test**

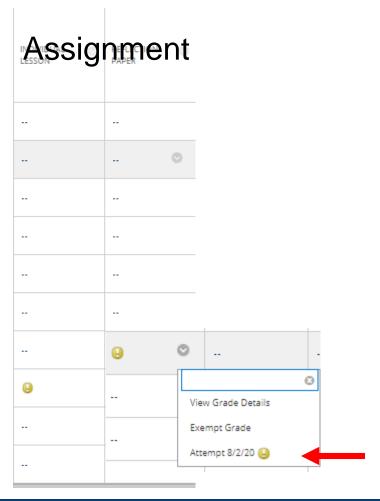


#### **Progress Indicators**

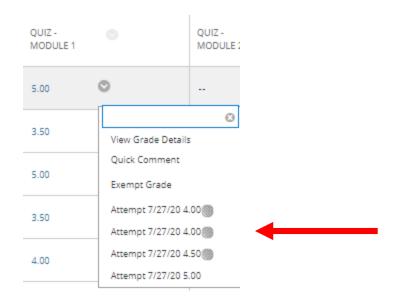


## Grading Options

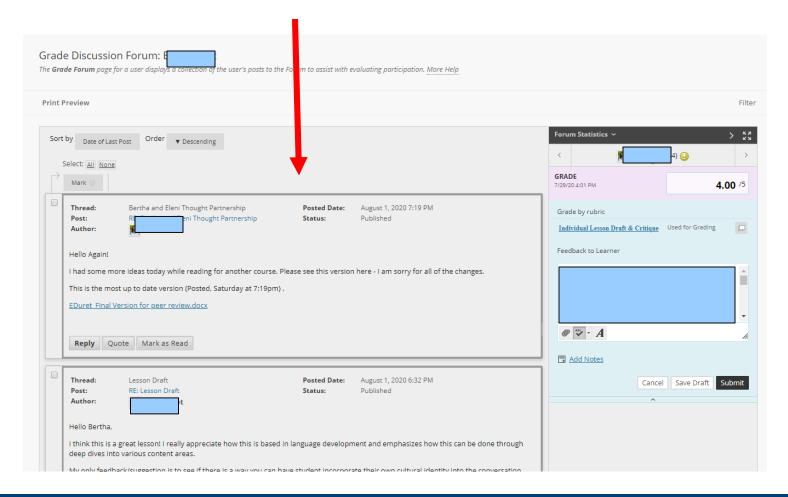




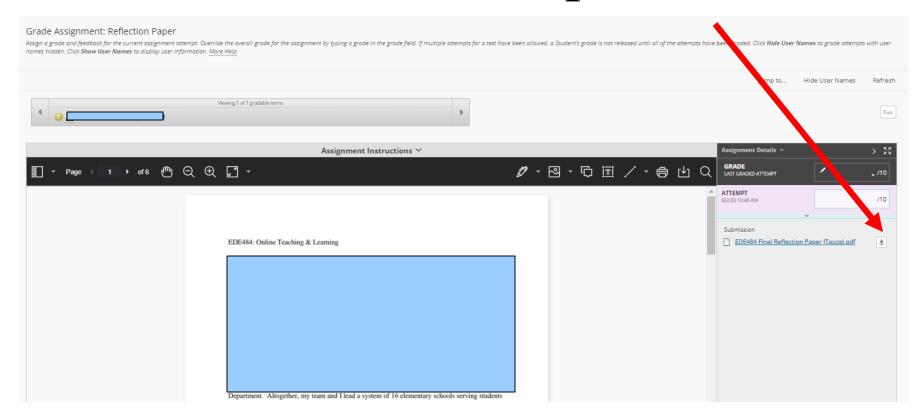
### View Test Attempts



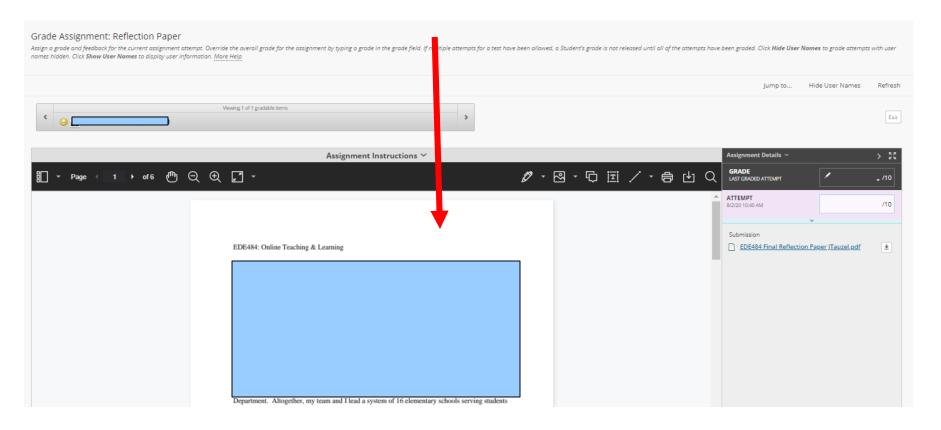
## Discussion Student's Activity



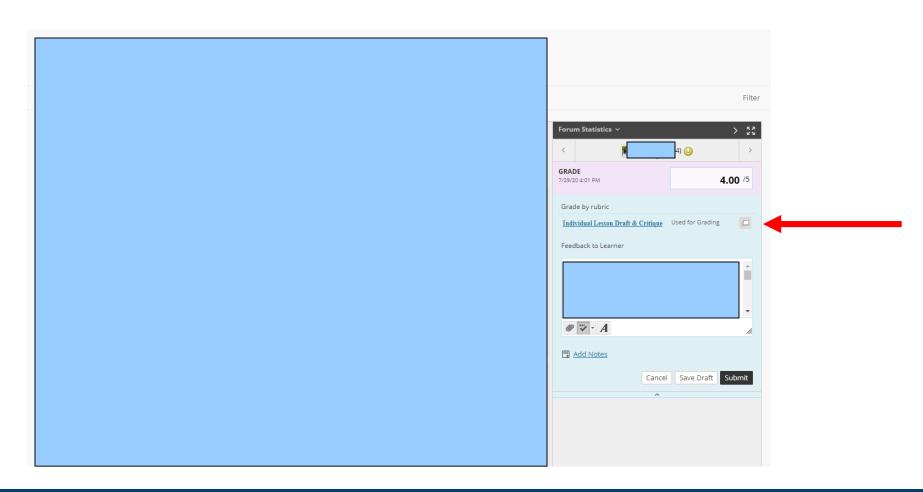
## Student's Submission Download Option



## Student's Submission Read Online



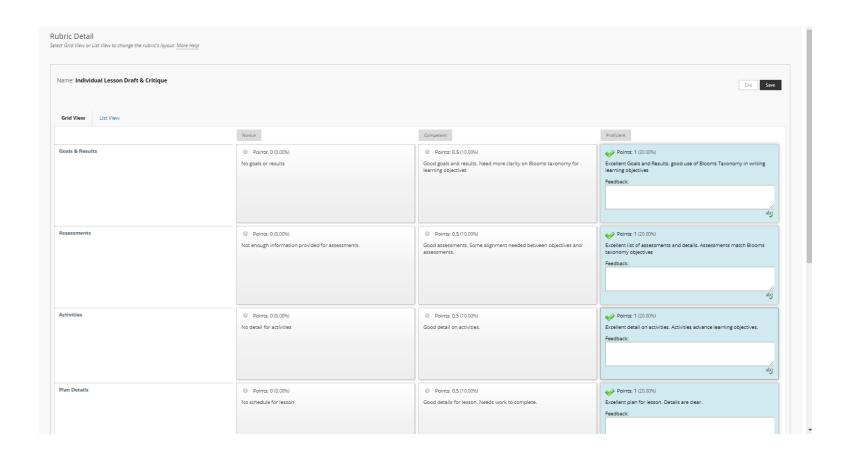
## Grading – With Rubric



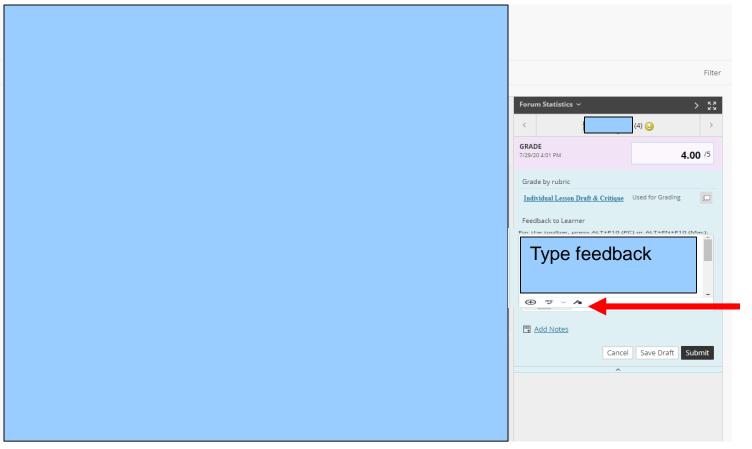
#### Grade - List Rubric View



## Grade - Full Rubric View



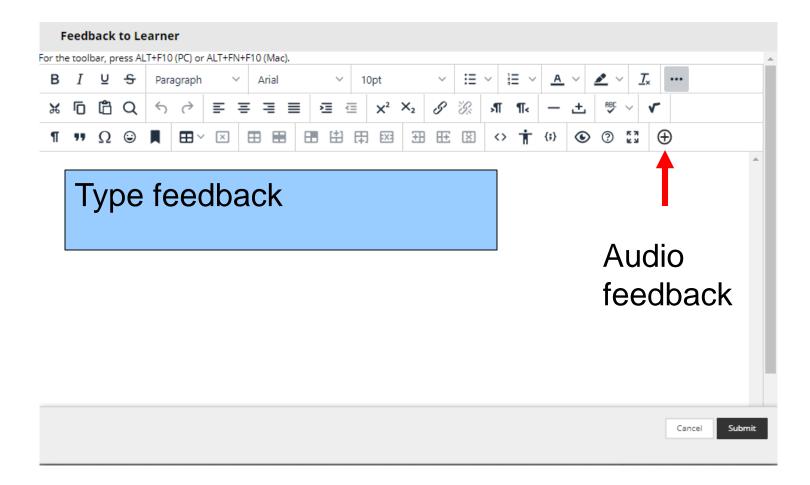
### Provide Feedback



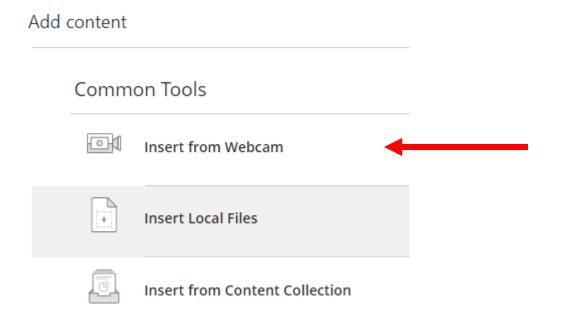
**Attachment** 

**Full Editor** 

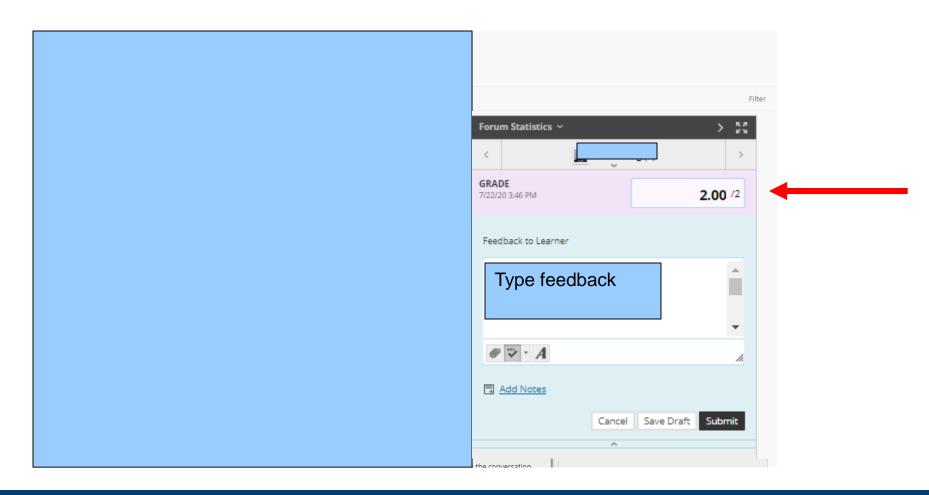
### Full Editor



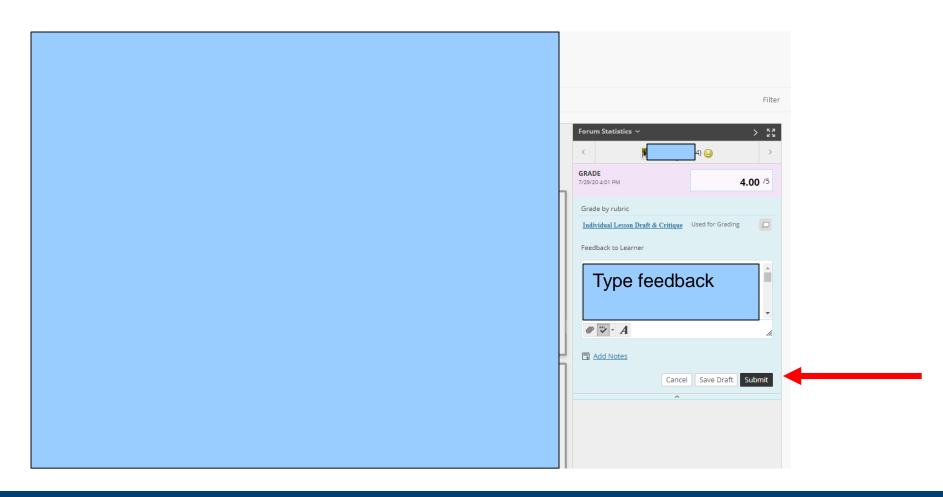
### Add Audio Feedback



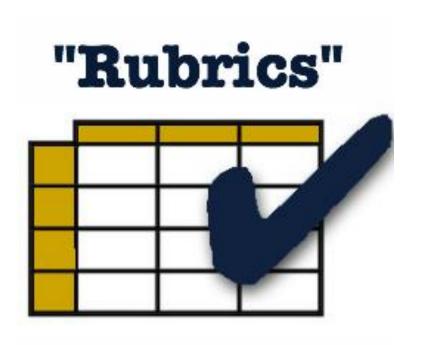
# Grading, No Rubric



# When Completed, Submit



## Using Rubrics



- Consistency in Grading
- Efficiency in Grading
- Sharing with students prior to submission can impact performance

### Create a Rubric

#### **Course Tools**

Achievements

**Announcements** 

**Blogs** 

Contacts

Course Calendar

**Date Management** 

**Discussion Board** 

Glossary

**Journals** 

**Qwickly Attendance** 

Rubrics

Send Email

Tasks

Tests, Surveys, and Pools

Wikis

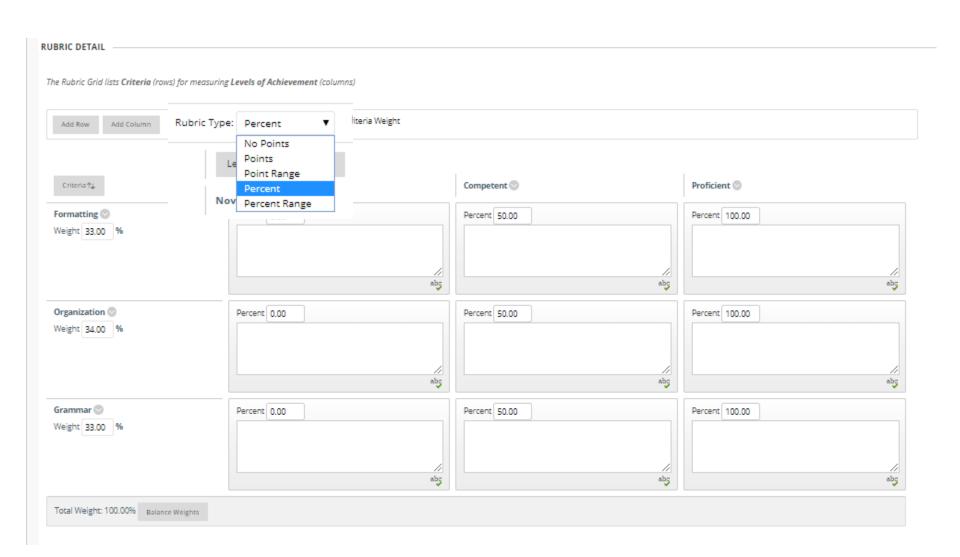
- From the Control Panel
- Click on Course Tools
- Click on Rubrics

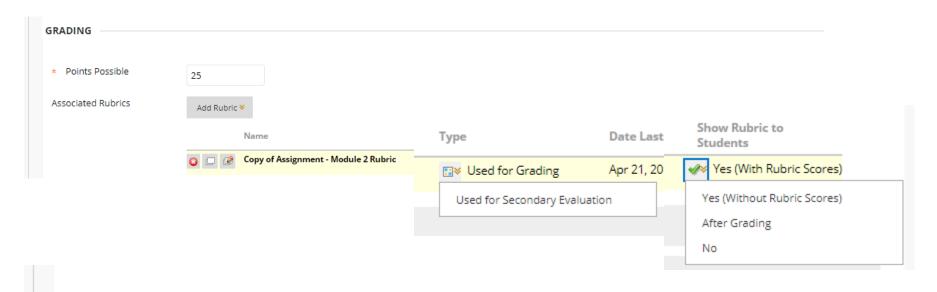
# Assignment Rubrics

#### **Edit Assignment: Assignment - Module 1** Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. More Help Indicates a required field. ASSIGNMENT INFORMATION Name and Color Assignment - Module 1 ■ Slack T T T T Paragraph + Arial + 3 (12pt) + = T T -% D D Q M M ≡ ≡ ≡ ≡ ≡ ≡ T\* T, Ø ₺ M ¶ - - - -Place instructions for assignment here. Note, this is currently set for 1 point. You will need to determine how many points you want to assign to this assessment. It is also set to a single attempt - a student may only submit once. Path: p ASSIGNMENT FILES Attach File Browse My Computer Browse Content Collection **DUE DATES** Submissions are accepted after this date, but are marked Late. Due Date Enter dates as mm/dd/yyyy. Time may be entered in any increment. GRADING \* Points Possible Associated Rubrics Add Rubric ¥ Select Rubric Date Last Edited Show Rubric to Students Create New Rubric **Submission Details** Create From Existing

# Assignment Rubrics

#### **Create Rubric** Rubrics are made up of rows and columns. The rows correspond to the various criteria of an assignment. The columns correspond to the level of achievement expressed for each criterion. A description and point value for each cell in the rubric define the evaluation and score of an assignment. You can create as many rubrics as needed. More Help \* Indicates a required field RUBRIC INFORMATION \* Name Description Character count: 0 RUBRIC DETAIL The Rubric Grid lists Criteria (rows) for n chievement (columns) Points Point Range Show Criteria Weight Add Row Add Column Criteria 1 Competent 💮 Proficient Percent o Percent 50 Percent 100 Formatting Weight 33.00 % Organization 💮 Percent 0 Percent 50 Percent 100 Weight 34.00 % Percent 0 Percent 50 Percent 100 Grammar 💮 Weight 33.00 % Total Weight: 100.00% Balance Weights Click Submit to proceed. Click Cancel to go back.





#### ASSIGNMENT INFORMATION

Points Possible

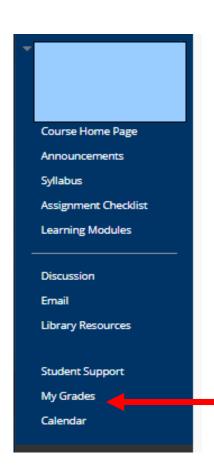
25

View Rubric

What the Student Sees If YES chosen

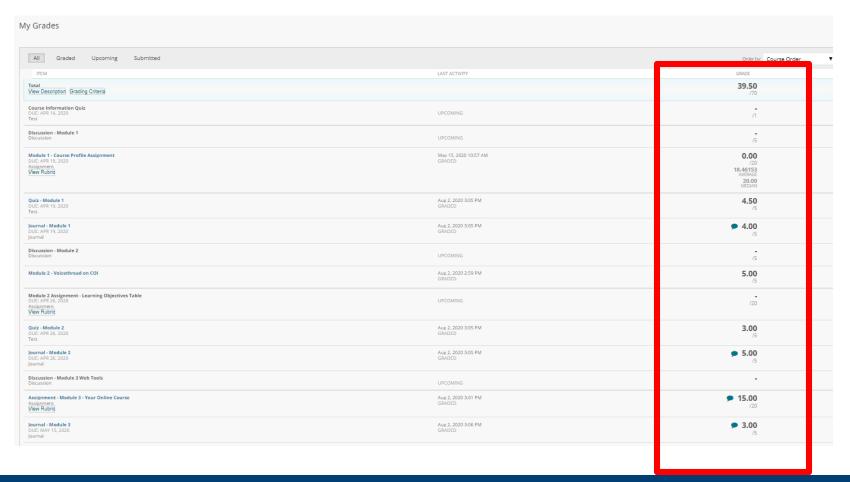
### **MY GRADES**

### Student Access to Grades

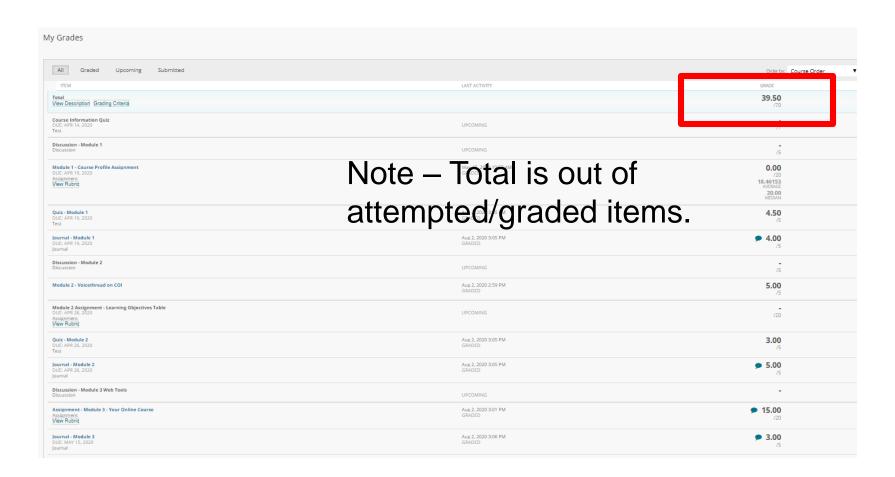


Make sure this is part of your course menu, available to students

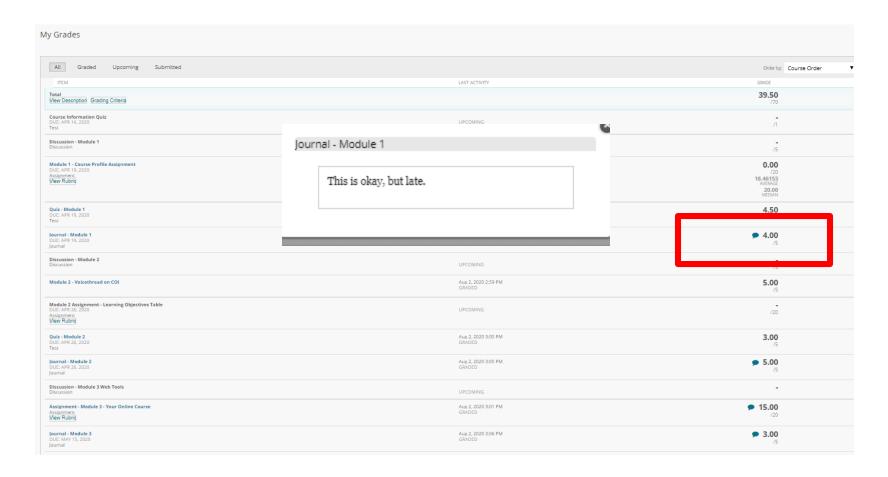
### List of Items in Course



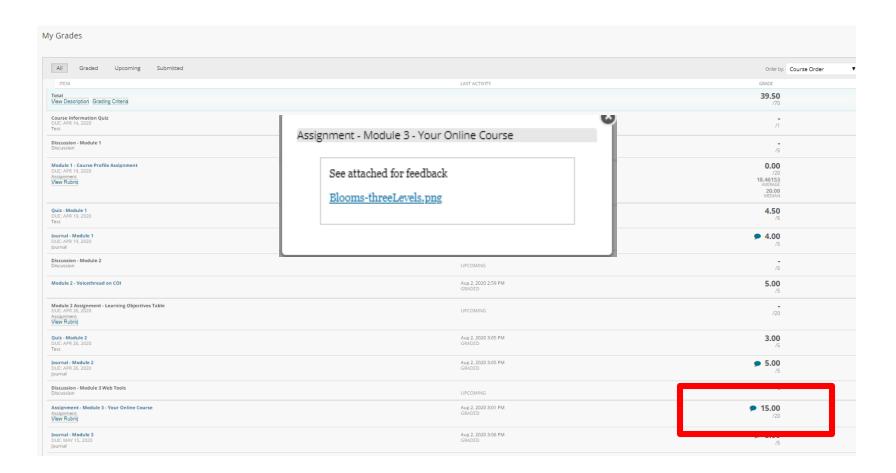
# Total Points / Attempted Points



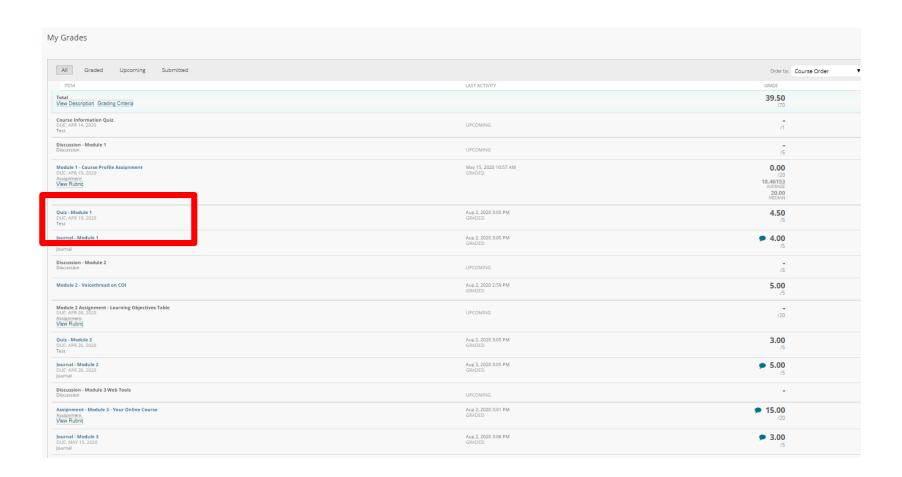
### Feedback Provided



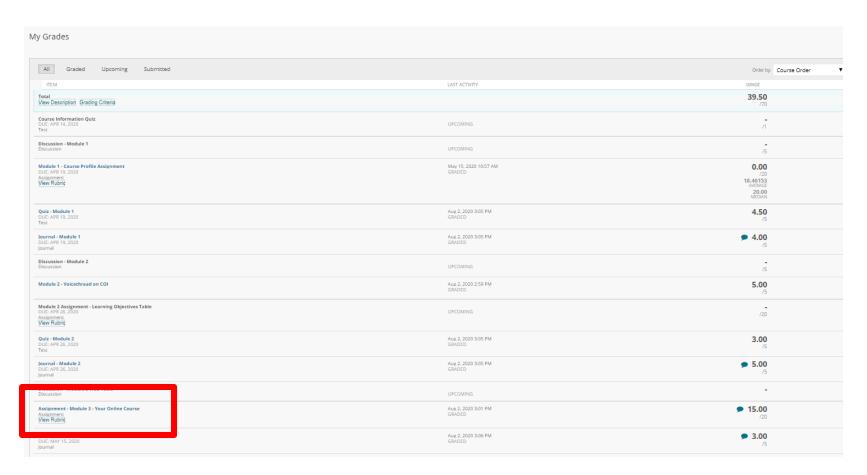
### Feedback Provided - Attachment



### Click Links to Review Submissions



# Click View Rubric to Review Points Distribution



# THANK YOU QUESTIONS?

# More Workshops

http://rochester.edu/online-learning/index.html

### Video Tutorials

 http://rochester.edu/onlinelearning/disruption/index.html