

## **Blackboard Focused Workshop Gradebook**

- I. Creating and Managing Items in the Gradebook
  - a. Creating Items / Item Options
  - b. Entering Grades
  - c. Grade Totals and the Null Option (Running Total)
  - d. Gradebook Symbols
  - e. Gradebook Views/ Filter and Sort
  - f. Assessment Attempts
  
- II. Calculated Columns
  - a. Average
  - b. Minimum/Maximum
  - c. Total
  - d. Weighed
  
- III. Manage
  - a. Column Organization
  - b. Smart Views
  - c. Categories
  - d. Grading Schemas
  
- IV. Gradebook Download and Upload – Work Offline
  - a. Grades
  - b. Test Responses
  
- V. Other Tools
  - a. Course Statistics
  - b. Early Warning System
  - c. Performance Dashboard
  - d. Send Email from Gradebook
  
- VI. Other Tips
  - a. Extra Credit
  - b. Dropping lowest score