



Enter Grades Manually in the Grade Book

Introduction

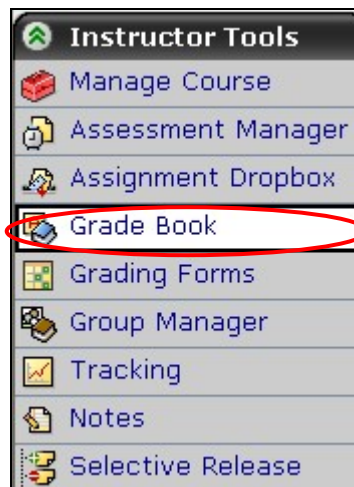
In this tutorial we will demonstrate three ways to manually enter grades in the Blackboard Vista Grade Book.

Enter Grades Manually in the Blackboard Vista Grade Book

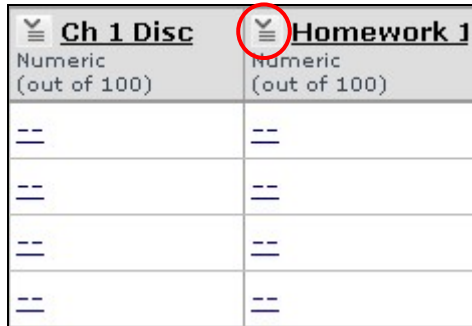
Step 1: To begin, click on the **Teach** tab after you have logged into your course.



Step 2: Next, click **Grade Book** from the *Instructor Tools* menu. The Grade Book page will appear.

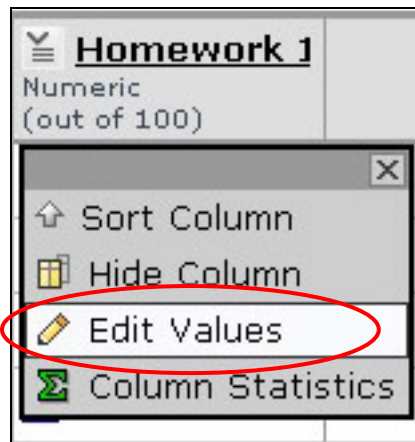


Step 3: Click the **View Options** link of the column you want edit. A drop-down menu will appear. In this example we will access Homework 1.

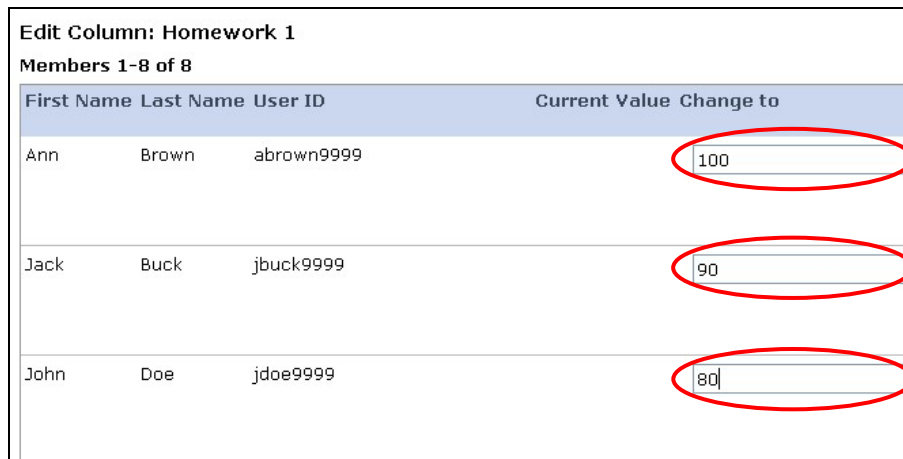


Ch 1 Disc	Homework 1
Numeric (out of 100)	Numeric (out of 100)
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--	--
--	--
--	--

Step 4: Select **Edit Values** from the drop-down menu. The Edit Column screen will appear.



Step 5: Enter the grade(s) in the **Change to:** Text field.



Edit Column: Homework 1
Members 1-8 of 8

First Name	Last Name	User ID	Current Value	Change to
Ann	Brown	abrown9999		100
Jack	Buck	jbuck9999		90
John	Doe	jdoe9999		80

Step 6: Enter a **Comment** in the field provided. (optional).

Comment

Excellent

Good Work

Nice Job

Step 7: Click **Save** when finished.

Save **Cancel** **Reset Values**

Note: Notice the grade you enter appeared in the Grade Book.

Grade Book						
Create Column						
Enroll Members						
Import from Spreadsheet						
Reorder Columns						
Grades						
Members						
View All						
Custom View						
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Ch 1 Disc Numeric (out of 100)	Homework 1 Numeric (out of 100)
<input type="checkbox"/>	Brown	Ann	abrown9999	Student	--	100.00
<input type="checkbox"/>	Buck	Jack	jbuck9999	Student	--	90.00
<input type="checkbox"/>	Doe	John	jdoe9999	Student	--	80.00

Enter Grades via the Student Last Name, PeopleLink Option

This option allows you to enter all grades for an individual student.




Step 1: Click the **PeopleLink Options** arrow corresponding with the *Student's last name* that you want edit. A drop-down menu will appear. In this example we will modify the grades for the sample student named Ann Brown.

Grades			
<input type="checkbox"/>	≡ Last Name Alphanumeric ↑	≡ First Name Alphanumeric	≡ User ID Alphanumeric
<input type="checkbox"/>	≡ Brown	Ann	abrown9999
<input type="checkbox"/>	≡ Buck	Jack	jbuck9999
<input type="checkbox"/>	≡ Doe	John	jdoe9999
<input type="checkbox"/>	≡ Harris	Tom	tharris9999

Step 2: Next, select **Edit Member** from the drop-down menu. The Edit Member [Grades] screen will appear.

Grades			
<input type="checkbox"/>	≡ Last Name Alphanumeric ↑	≡ First Name Alphanumeric	≡ User ID Alphanumeric
<input type="checkbox"/>	≡ Brown	Ann	abrown9999
<input type="checkbox"/>	≡ Buck	Jack	jbuck9999
<input type="checkbox"/>	≡ Doe	John	jdoe9999
<input type="checkbox"/>	≡ Harris	Tom	tharris9999

✕

-  Edit Member
-  Send Mail
-  View Performance Report

Step 3: Enter the grade(s) in the **Change to:** Text field.

Homework 1:	--	Change to: 100
Homework 2:	--	Change to: 90

Step 4: Enter a **Comment** in the field provided (optional).

Comment: Excellent
Comment: Great work

Step 5: Click **Save** when finished.

Save	Cancel
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Note: Notice the grade you enter will appear in the Grade Book.

Homework 1	Homework 2
Numeric (out of 100)	Numeric (out of 100)
100.00	90.00

Enter Grades via the Individual Input-Grade link

This option allows you to enter an individual [column] grade for a selected student.

Step 1: Click the **Input-Grade** link corresponding with the *Student* whose grade you want to enter. The Edit Value for [Item name] page will appear.

	Brown	Buck	Doe	Harris	Homework 1
<input type="checkbox"/>	Ann	Jack	John	Tom	Numeric (out of 100)
<input type="checkbox"/>	abrown9999	jbuck9999	jdoe9999	tharris9999	--
<input type="checkbox"/>					--
<input type="checkbox"/>					--
<input type="checkbox"/>					--

Step 2: Enter the grade in the **Change to:** field.

Edit Value for: Homework 1

Member: Ann Brown

Current Value:

Change To:


Step 3: Enter a **comment** in the field provided. (optional)

Comment:

Excellent

Step 5: Click **Save** when finished.

Note: Notice the grade you enter will appear in the Grade Book.

 Homework 1
Numeric (out of 100)
<u>100.00</u>
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Conclusion

We hope this guide, *Enter Grades Manually in the Grade Book* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.