Gradebook Requirements for External Reporting

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Why Do I Need to Do This?

- Institutional Research has worked with ITAS to begin to pull LMS data to the institutional data lake. This will allow faculty/staff access to LMS engagement and student retention risk dashboards as FERPA and LMS permissions allow. Additionally, all high school students must have mid-term progress reports and final semester grades reported to their schools as percentages. IR has developed an automated report to fulfill this requirement replacing a largely manual process that was previously utilized to provide these reports.

- We are asking faculty to follow these requirements so that the information coming across all courses in Blackboard for these dashboards is accurate, consistent and complete.

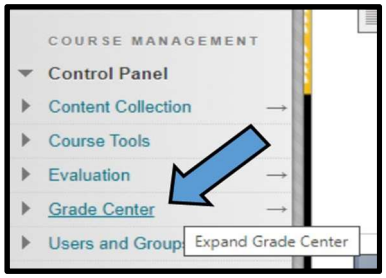
  Some of the data elements available in the dashboards will include:

  - ☐ Current course grades for each student (called Overall Grade)
  - ☐ Count of missing or late assignments for each student and course
  - ☐ Last date/time students accessed Blackboard and each of their courses and frequency of login activity
  - ☐ Time spent in each Blackboard course
  - ☐ Student attendance data for each course
  - ☐ Unread course messages

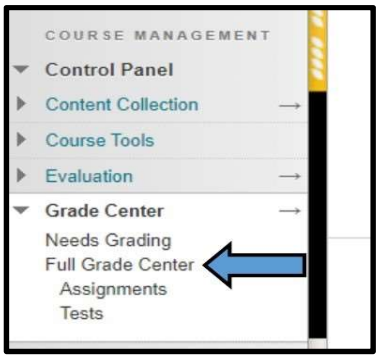
Calculated Grade Column Nomenclature (Overall Grade)

The first requirement that is necessary is to make sure your calculated grade column (Total or Percentage) is labeled as **Overall Grade**

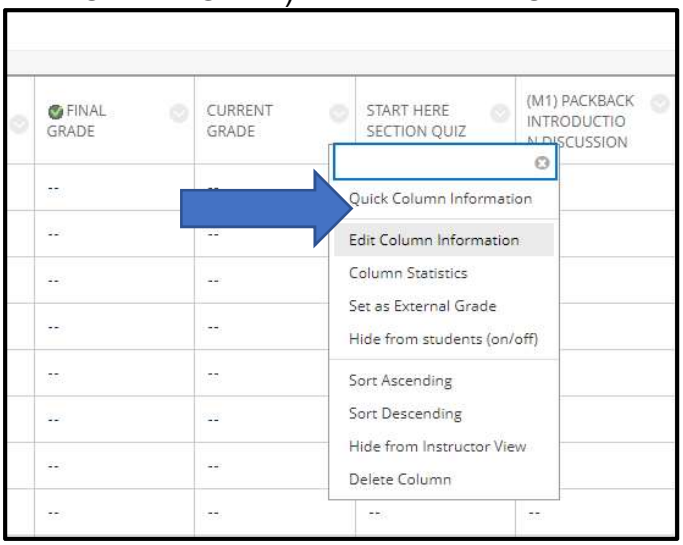
1. In the Course Management area (lower left side of page) of your course, select Grade Center to view the dropdown menu.



2. From the dropdown menu, choose Full Grade Center.

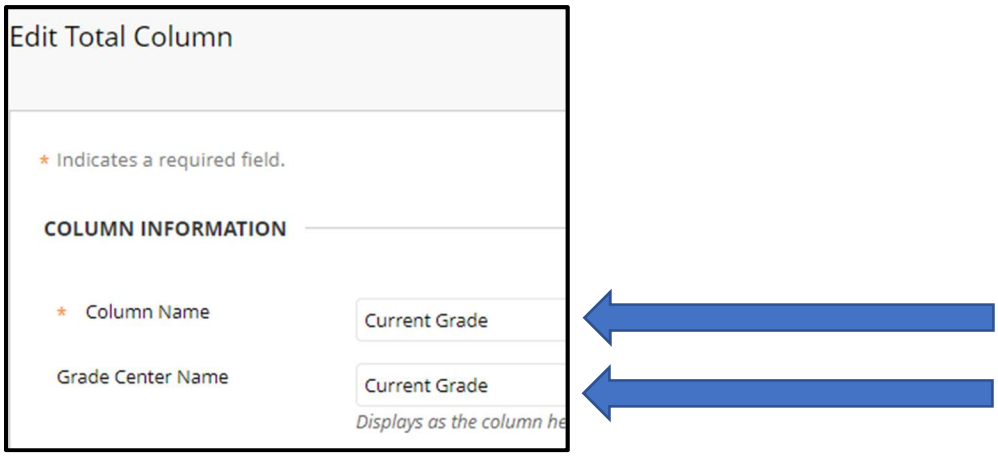


3. Click on the chevron to the right of the calculated column you need to rename (in this case Current Grade) and select Edit Column Information.

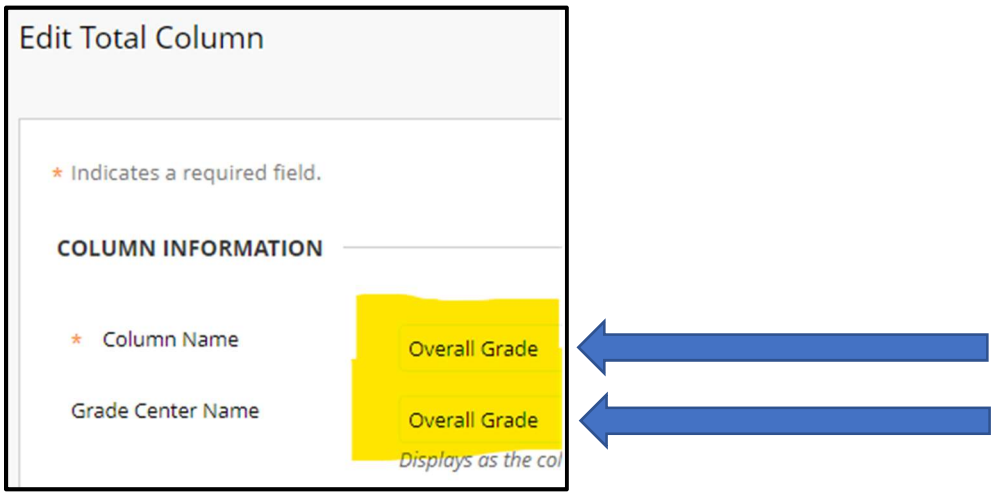


4. Rename it to be Overall Grade in the boxes to the right of Column Name and Grade Center Name and scroll down and select Submit.

Before:

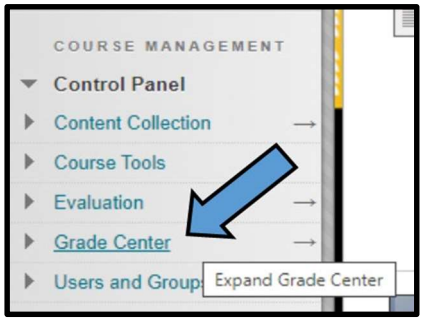


After:

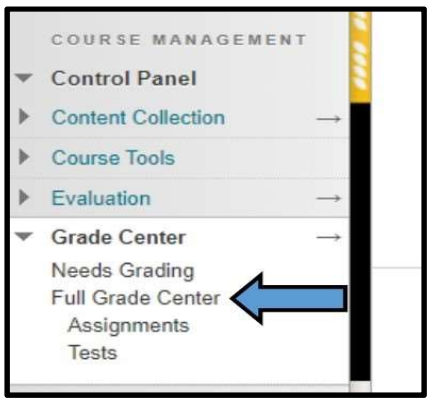


Overall Grade Primary Display Set as Percentage and the Secondary Display as Letter

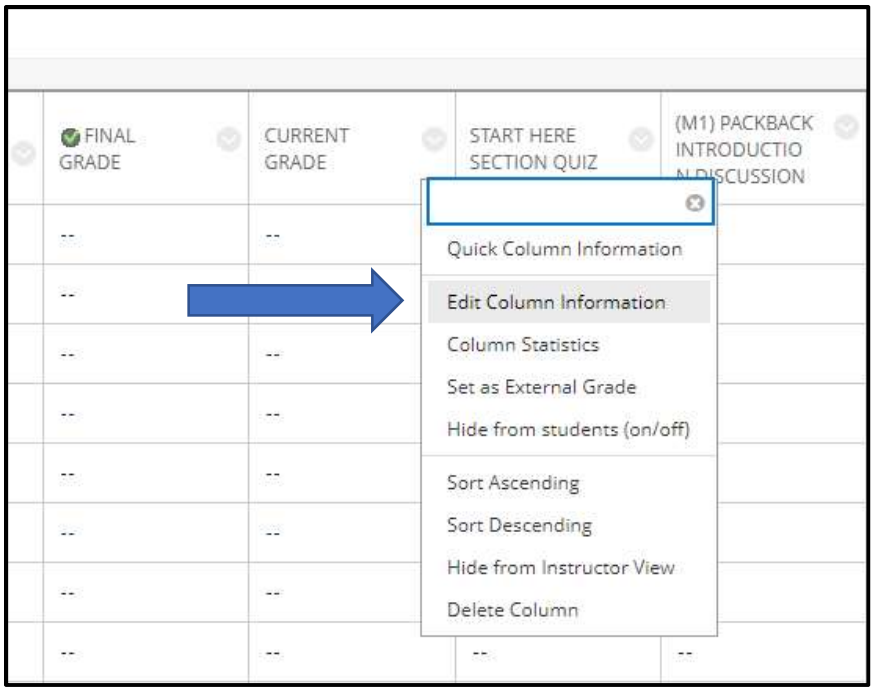
1. In the Course Management area (lower left side of page) of your course, select Grade Center to view the dropdown menu.



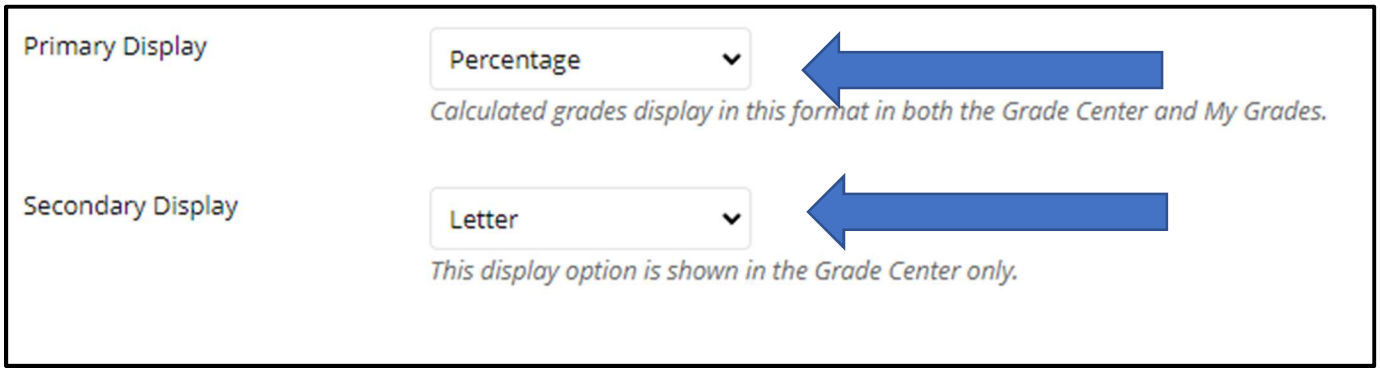
2. From the dropdown menu, choose Full Grade Center.



3. Click on the chevron to the right of the calculated column you need to edit (in this case Overall Grade) and select Edit Column Information.

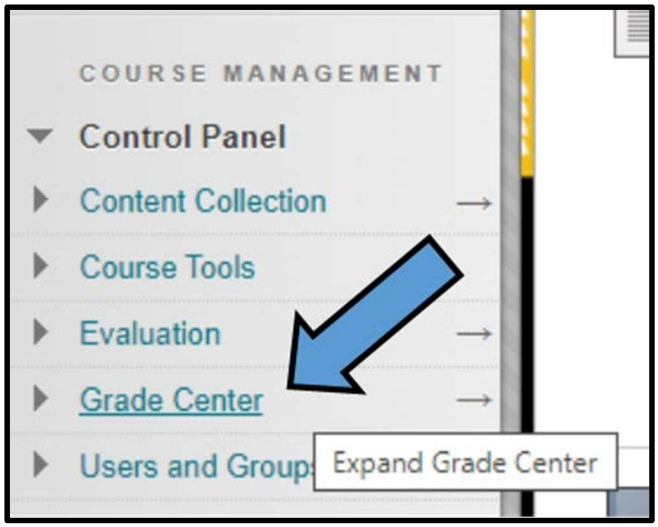


4. Scroll down and select the dropdown box next to Primary Display and set it as Percentage and select the dropdown box next to Secondary Display and set it as Letter. Select Submit.
   NOTE; You can make additional columns that display the calculated grade as points. Contact ITAS@wsutech.edu for assistance with this.

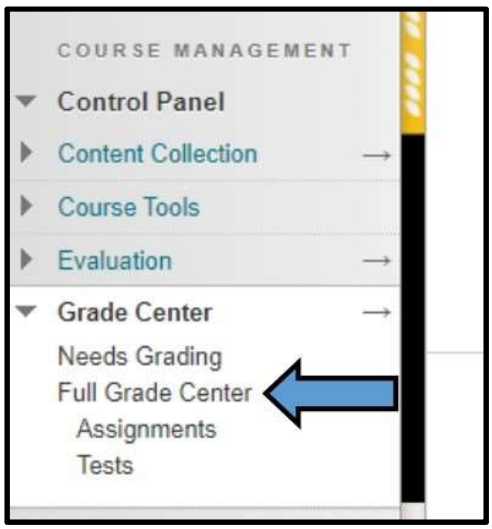


Overall Grade Set as External Grade

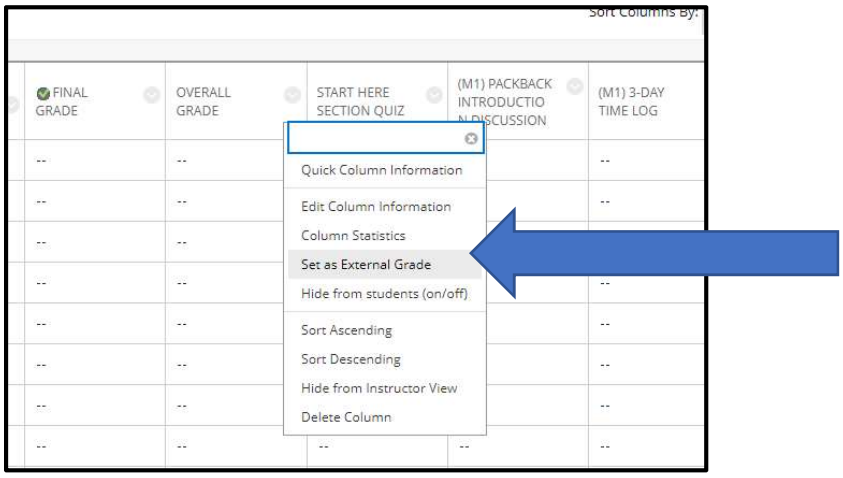
1. In the Course Management area (lower left side of page) of your course, select Grade Center to view the dropdown menu.



2. From the dropdown menu, choose Full Grade Center.



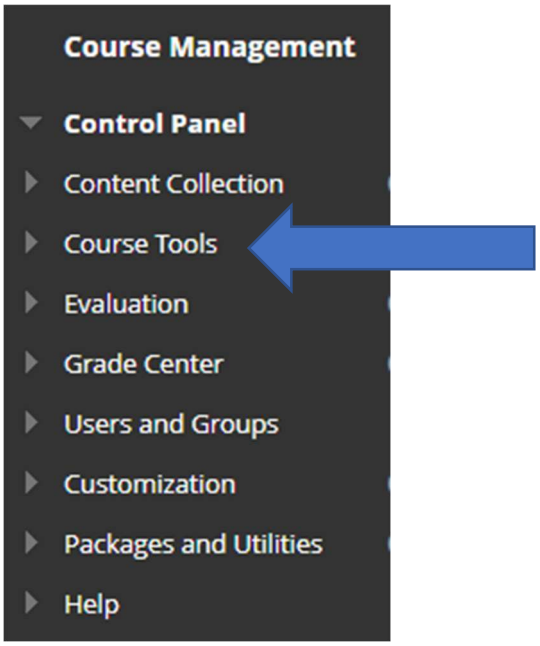
3. Click on the chevron to the right of the calculated column you need to edit (in this case Overall Grade) and select Set as External Grade. NOTE: There has been confusion in the past about this but setting Overall Grade as external grade will still allow final grades to be submitted.



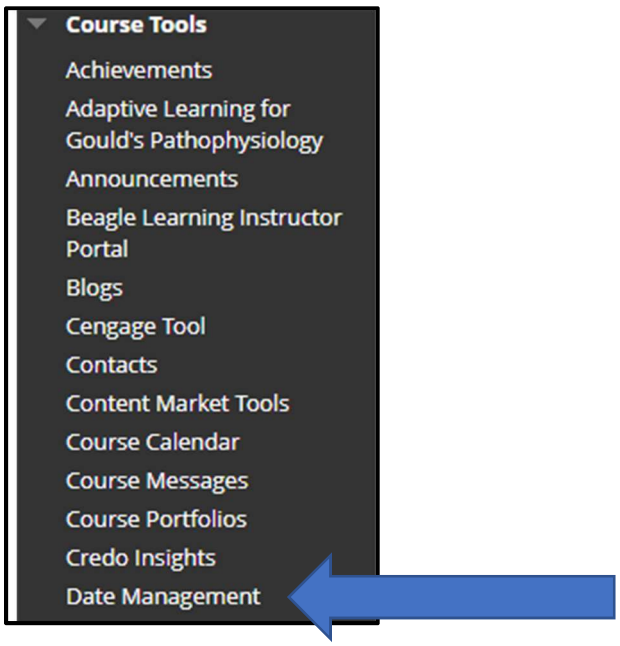
4. A green check will now appear to the left of the Overall Grade.

Setting Assignment Due Dates

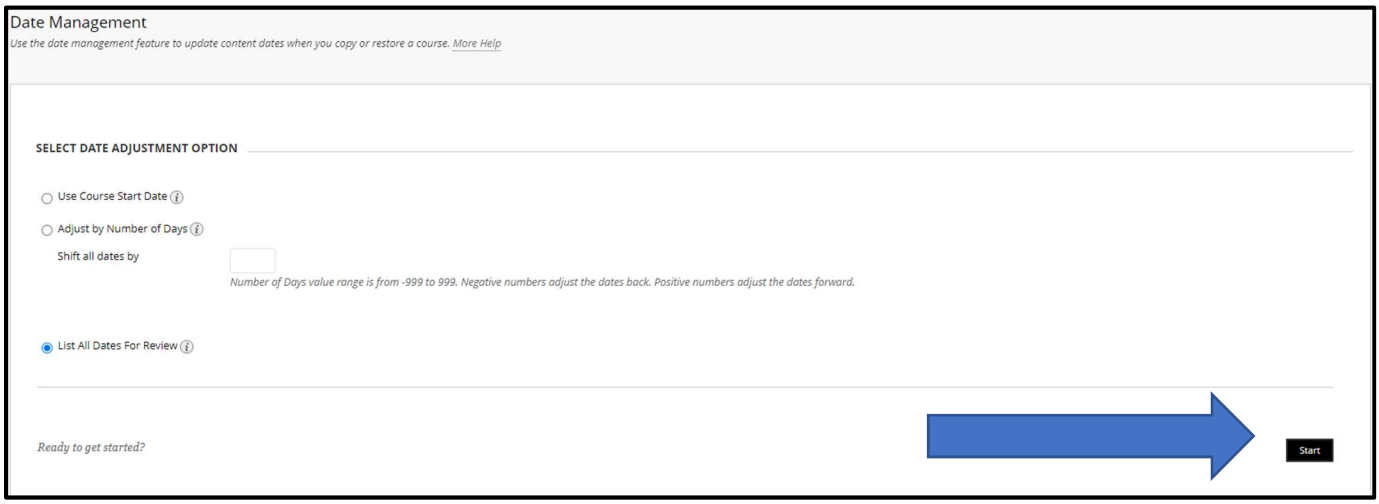
1. In the Course Management area (lower left side of page) of your course, select Course Tools to view the dropdown menu.



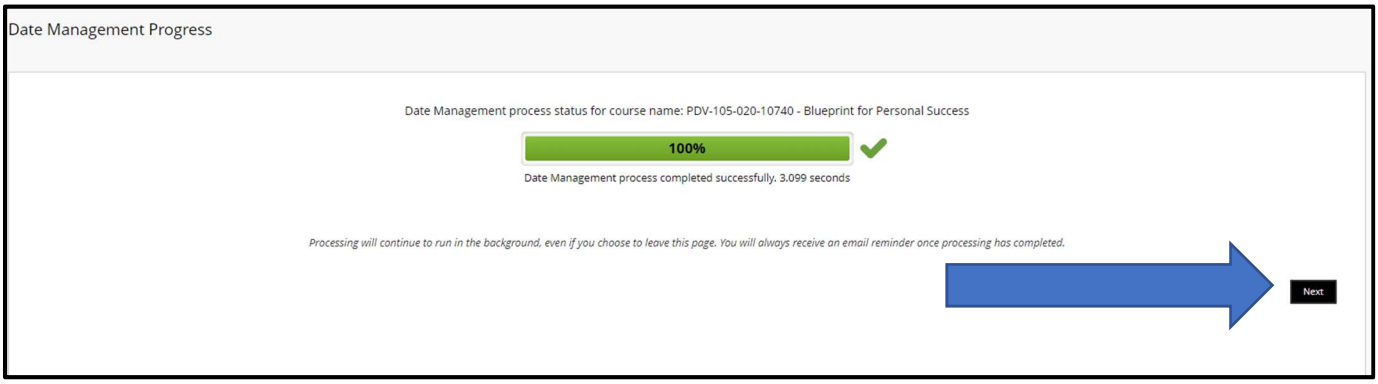
2. From the dropdown menu, choose Date Management.



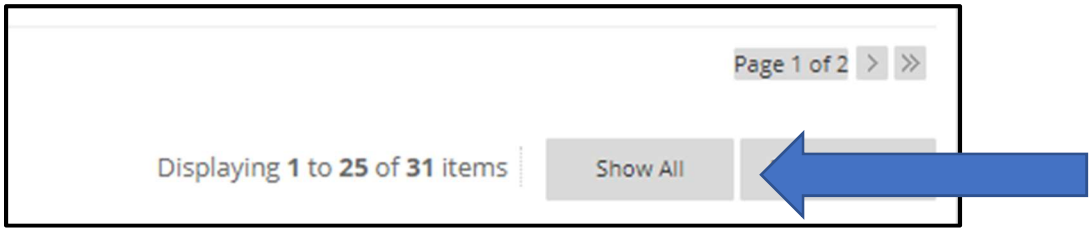
3. Leave all the settings as is and select Start



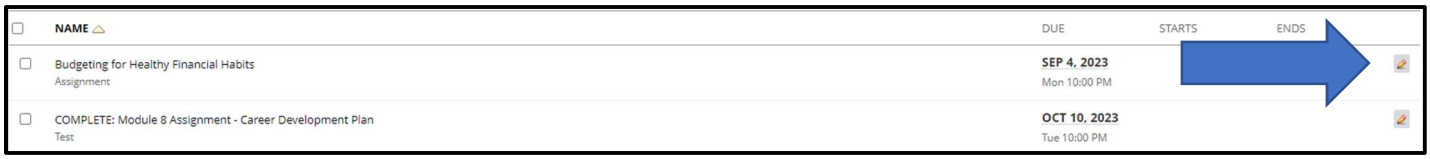
4. Let the date management process run until it turns green and shows 100% and then select Next.



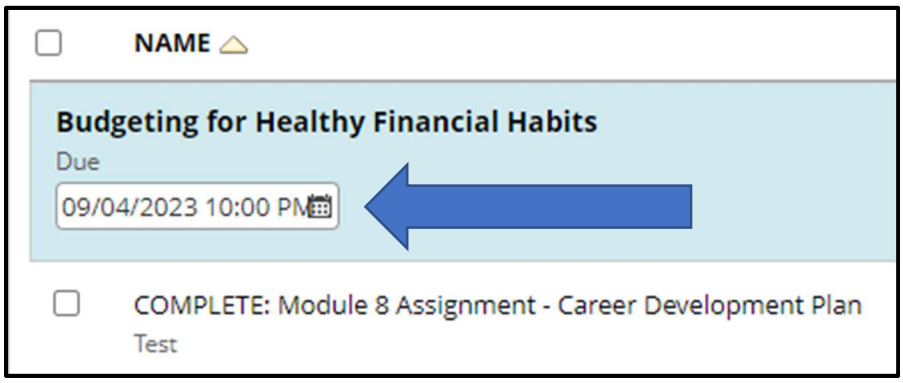
5. Scroll down to the bottom of the page and select Show All so all your assignments will be displayed on the screen.



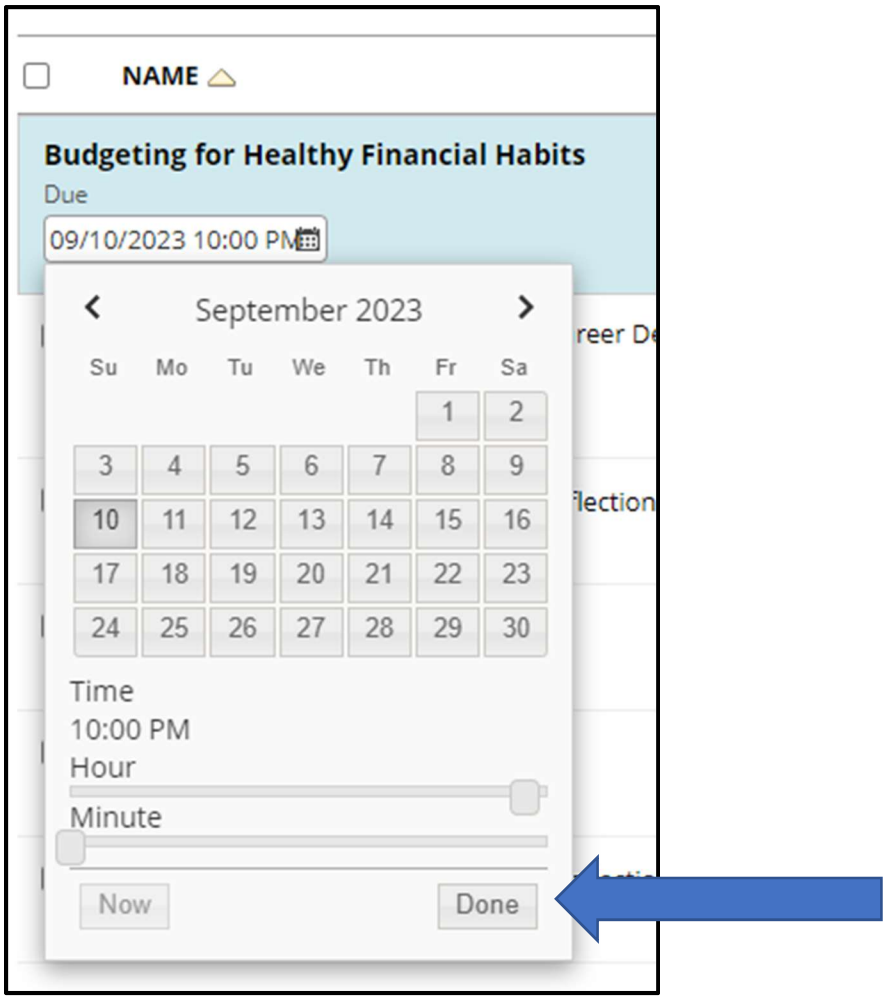
6. Select the Edit dates button that is on the far right of the assignment you wish to edit the due date.



7. The assignment will turn blue and provide you with an option to edit the due date by clicking on the date picker.

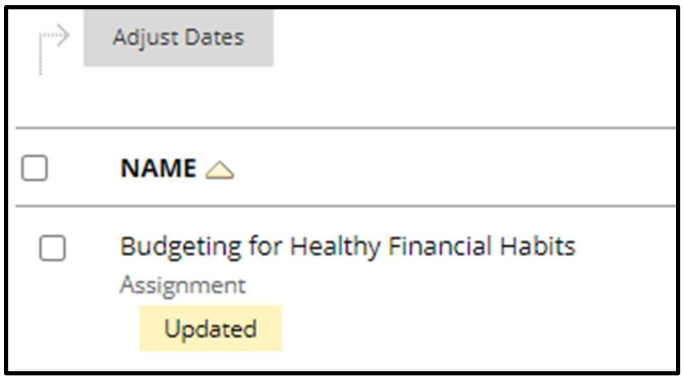


8. Select the new due date and time and click Done



9. On the far right, select the green check mark to update the due date.

10. The word Updated will appear in yellow below the assignment



11. Repeat steps 6-9 for each assignment in your course.