



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

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:

Edit Total Column

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name
Displays as the column header

After:

Edit Total Column

* Indicates a required field.

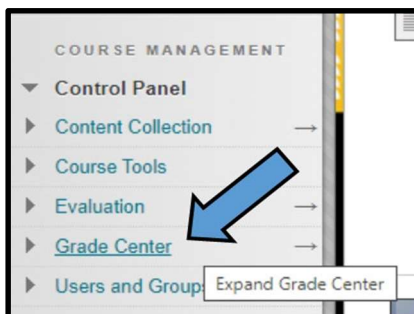
COLUMN INFORMATION

* Column Name

Grade Center Name
Displays as the column header

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.



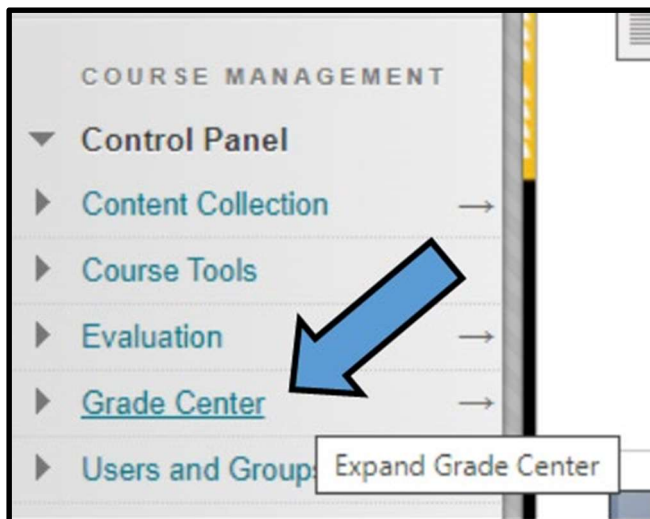
4. Scroll down and select the dropdown box next to Primary Display and set it as Percentage and select the dropdown box next to Secondary Display and set it as Letter. Select Submit.

NOTE; You can make additional columns that display the calculated grade as points.
Contact ITAS@wsutech.edu for assistance with this.

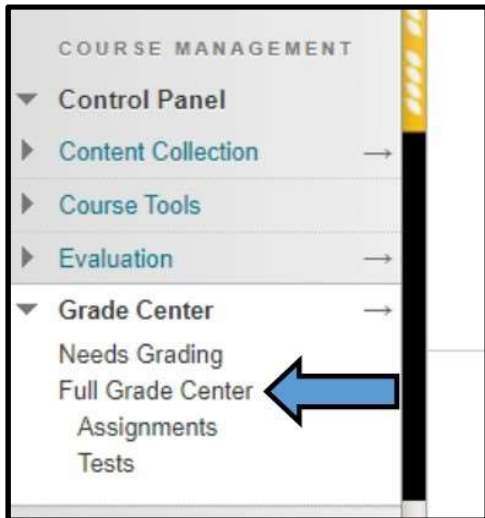
| | | |
|-------------------|---|---|
| Primary Display | <input type="text" value="Percentage"/> | ← |
| | <i>Calculated grades display in this format in both the Grade Center and My Grades.</i> | |
| Secondary Display | <input type="text" value="Letter"/> | ← |
| | <i>This display option is shown in the Grade Center only.</i> | |

Overall Grade Set as External Grade

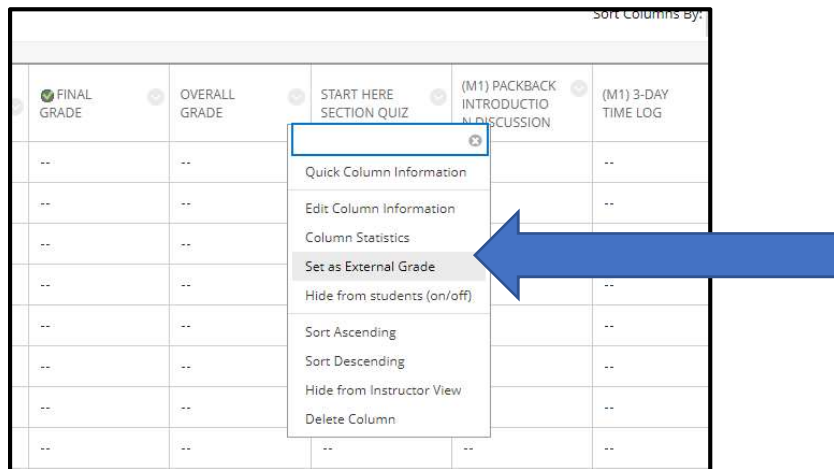
1. In the Course Management area (lower left side of page) of your course, select Grade Center to view the dropdown menu.



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.

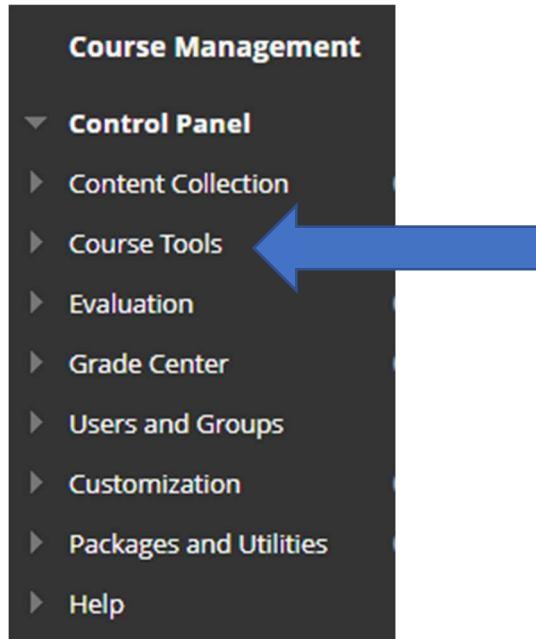


4. A green check will now appear to the left of the Overall Grade.

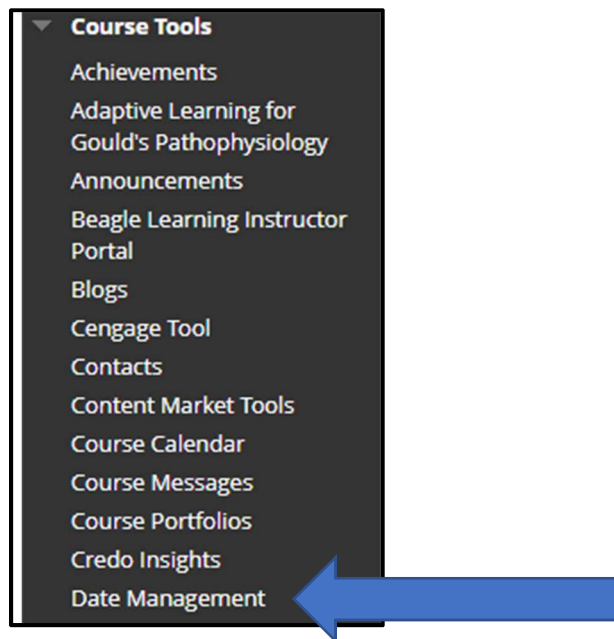


Setting Assignment Due Dates

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

Date Management
Use the date management feature to update content dates when you copy or restore a course. [More Help](#)

SELECT DATE ADJUSTMENT OPTION

Use Course Start Date [?](#)


Adjust by Number of Days [?](#)

Shift all dates by

Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.

List All Dates For Review [?](#)


Ready to get started?



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


Date Management Progress

Date Management process status for course name: PDV-105-020-10740 - Blueprint for Personal Success

100% 

Date Management process completed successfully. 3.099 seconds


Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.



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

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Displaying 1 to 25 of 31 items

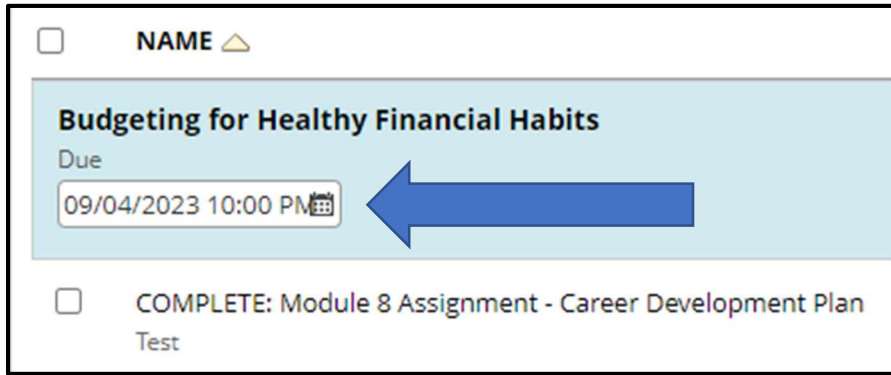




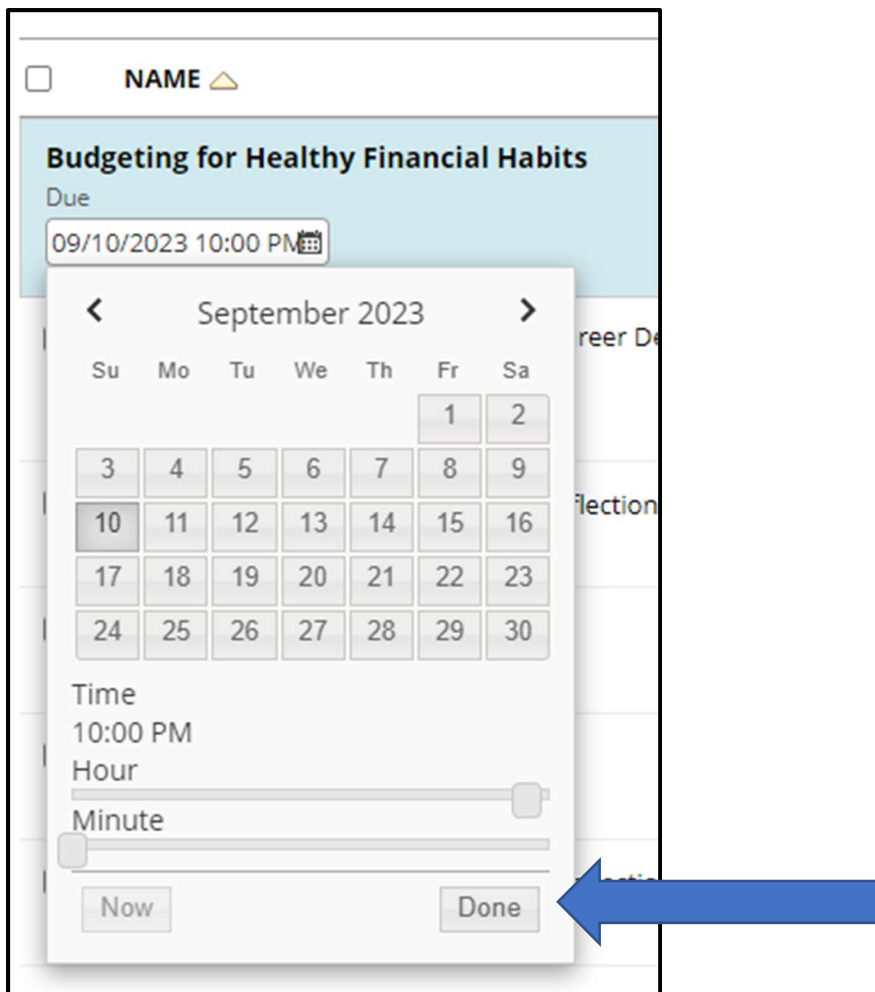
6. Select the Edit dates button that is on the far right of the assignment you wish to edit the due date.

| <input type="checkbox"/> | NAME ? | DUE | STARTS | ENDS |  |
|--------------------------|---|------------------------------|--------|------|---|
| <input type="checkbox"/> | Budgeting for Healthy Financial Habits Assignment | SEP 4, 2023 Mon 10:00 PM | | |  |
| <input type="checkbox"/> | COMPLETE: Module 8 Assignment - Career Development Plan Test | OCT 10, 2023 Tue 10:00 PM | | |  |

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



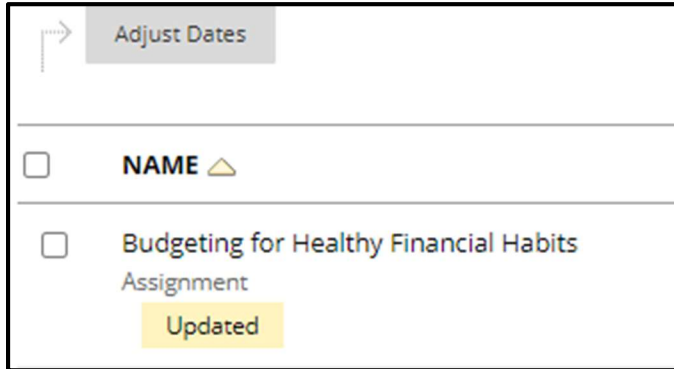
- Select the new due date and time and click Done



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.