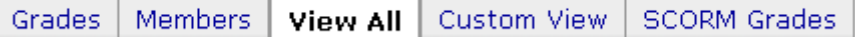


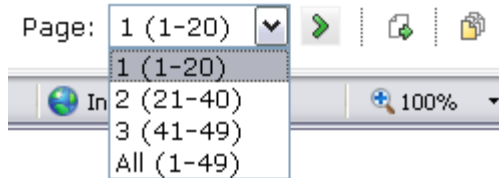
Blackboard Vista Grade Book Tips

1. Grade Book is only available on the **Teach** tab.

2. Always view the GB from the “View All” tab.



3. If you don't see all of your students, make sure you are viewing all pages of the Grade Book tool. At the bottom right you'll see the following paging options menu where you can select to see all students



4. ALL Grade Books come built-in with the following SIX columns. These columns *cannot be deleted* from your GB, but they can be “unreleased” so that students do not see them. (Grade Book Options – Column Settings)

- o Last Name, First Name, User ID, Role, Midterm, Final

5. Two things must be true for students to see a GB column:

1. “My Grades” tool must be visible in the Student View – Course Tools menu.
2. Columns must be set to “Yes” in “Released to Student” setting. (Grade Book Options – Column Settings)

6. There are two ways to **create columns** in your GB:

1. If students will be submitting assignments online, taking tests online, etc. then you will create those assignments and assessments in Blackboard Vista. When you set the properties to be **Graded**, a column is automatically created in the GB for you.
2. If students will be submitting assignments in class, taking tests in class, etc., but you want them to have access to their Grades in Blackboard, then use the “Create Column” button in the GB tool.

7. You can manually create several kinds of columns in the GB, including the following:

- **Alphanumeric:** A column that accepts numbers or letters: A, B, C, D, or 85, 90, 100.
- **Calculated:** To create a column with a formula that will sum up your other columns, for example.
- **Letter Grade:** Accepts only letters.
- **Numeric:** Accepts only numbers.

8. Building Final Grade calculated columns is easier if you use points, but it is also possible w/ weighted averages.

9. Use the “Grade Book Options” – “Column Settings” button to change your GB column set up, including:

- Whether or not the column is released to students
- How many decimals the column displays
- The maximum value allowed in the column

