



# Blackboard Vista: Grade Book Interface

The Grade Book is a tool that you can access only as a Section Instructor and is available only from the Teach tab. It is like a spreadsheet with rows that contain member data and columns that contain data such as numbers or letter grades.

By default, the Last Name, First Name, User ID, Midterm, and Final columns are displayed. Each row represents a “member” (users enrolled in your course in a certain role: Student, Section Instructor, Teaching Assistant, etc.). By default, members are listed in alphabetical order by Last Name. You can also sort by other columns.

Each column contains a type of data. The default columns cannot be deleted, although you can hide some of them. Other columns are added by you or are created automatically when you create a grade-related item such as a quiz, an assignment or a gradable discussion topic.

Your location: **Grade Book**

**Grade Book**

Create Column ▾ Import from Spreadsheet Grade Book Options ▾

Reorder Columns

Columns

Grades Members View All Custom View SCORM Grades

<input type="checkbox"/>	▾ Last Name Alphanumeric ↑	▾ First Name Alphanumeric	▾ User ID Alphanumeric	▾ Role Alphanumeric	▾ Midterm Calculated	▾ Ca
<input type="checkbox"/>	Rows → FCTel1		training1	Student	--	↑
<input type="checkbox"/>	▾ Training	FCTel10	training10	Student	--	☰
<input type="checkbox"/>	▾ Training	FCTel2	training2	Student	--	↓
<input type="checkbox"/>	▾ Training	FCTel 3				

Send Mail  
  Export to Spreadsheet  
 Export to SIS - Select - ▾  
 Grant Access  
 Deny Access

(XX) - Indicates a grade that is partial or not complete  
 ^XX - Indicates a grade that has been overridden

The Grade Book contains five tabs. Each one has different groups of data columns and provides a different view of information about members.



<b>This Grade Book tab</b>	<b>displays:</b>
<b>Grades</b>	the default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.

<b>Members</b>	all default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information that you want to store about students and auditors.
<b>View All</b>	all columns, grade-related or not.
<b>Custom View</b>	all columns initially. You delete and reorder columns to create your own view of member information.
<b>SCORM Grades</b>	columns that are automatically added for gradable SCORM modules (Sharable Content Object Reference Model), for example, publisher-supplied quiz databanks. This tab may not be available, depending on whether you have a SCORM module imported.

## Default Columns

The following columns appear by default in the Grade Book:

1. **Last Name, First Name, User Name and Role** - These columns contain members' information taken from their enrollment record.
2. **Midterm and Final** - These columns are used to generate students' midterm and final grades. Only values from these columns will be exported to Banner. By default, they have a column type of calculated, but can be edited.
3. **Assessments** - When you create a quiz or survey, a corresponding column is automatically created in the Grade Book. When a quiz is graded, the grade is automatically added to the column. When a survey is taken, its corresponding column indicates whether the survey was taken.
4. **Discussion** - When you create a gradable discussion topic, a corresponding column is automatically created. When you grade the discussion, the grade is automatically added to the column.
5. **Assignments** - When you create a gradable assignment, a corresponding column is automatically created. When you grade the assignment, the grade is automatically added to the column.
6. **SCORM** - When you import a SCORM module, a corresponding column is automatically created.

## Column Types

You can also create and edit other types of columns. You can choose a type for the column and name it anything you want. You can select the column type when you first create a column, or you can convert an existing column to a different type. The column type is listed below the column label in the Grade Book. The different column types are:

1. **Alphanumeric** - used for a short string of text or numbers. This is the default column type. Cannot be used for columns that are part of a formula.
2. **Calculated** - displays the numeric result of formula you create to compute a value based on the numeric contents of other columns: quiz, assignment, numeric or other calculated columns.
3. **Letter Grade** - used to display a letter grade generated from a numeric value range that you set up. It can be used with numeric and calculated columns.
4. **Numeric** - used for information consisting of numbers only. Can be used by calculated columns to create a formula.
5. **Selection Box** - used to create a drop-down list of choices to describe or grade students. The column is easy to edit.
6. **Text** - used for entering long amounts of text, such as addresses or comments about students, projects, quizzes, etc. You cannot download text columns.

Your screens may look different depending upon your configuration.

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