
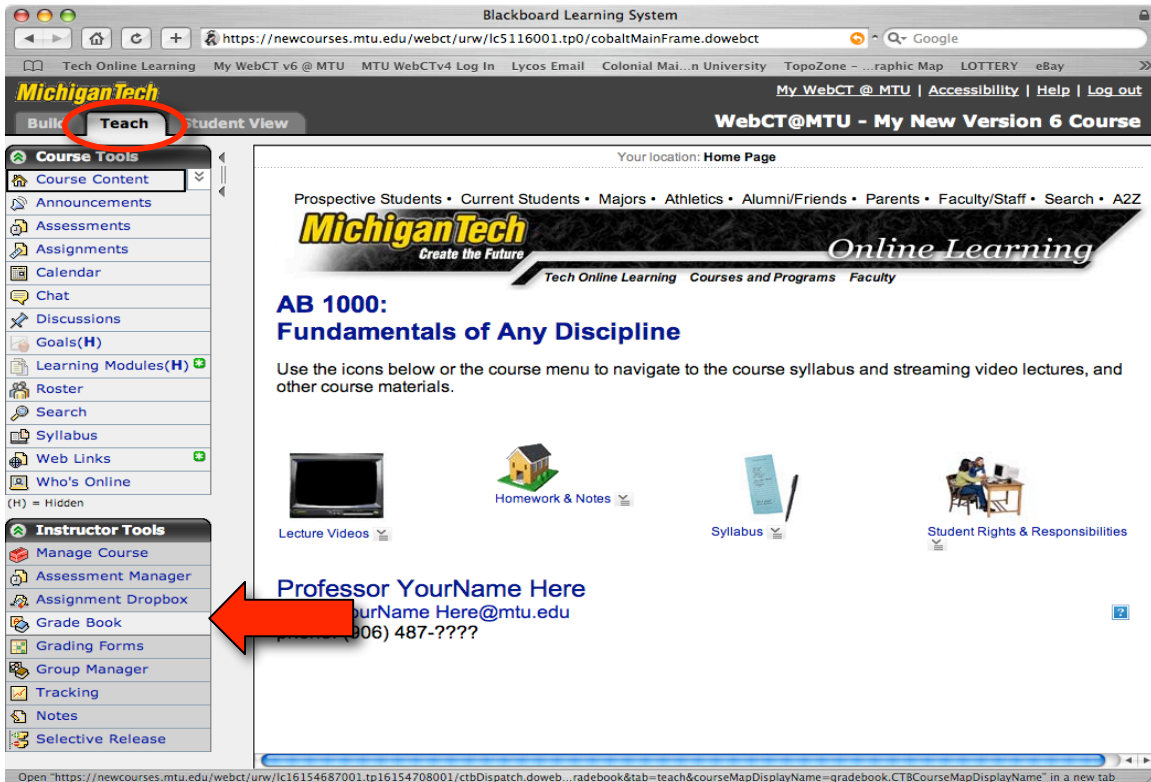


Quick guide to accessing the Grade Book and creating a basic column for manually entering grades.

Accessing the Grade Book

You can find the grade book by clicking on the **Teach** tab. It is located under the **Instructor Tools** at the bottom of the left-hand menu

Click on the  **Grade Book**.



Blackboard Learning System

https://newcourses.mtu.edu/webct/urw/lc5116001.tp0/cobaltMainFrame.dowebct

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Your location: Home Page

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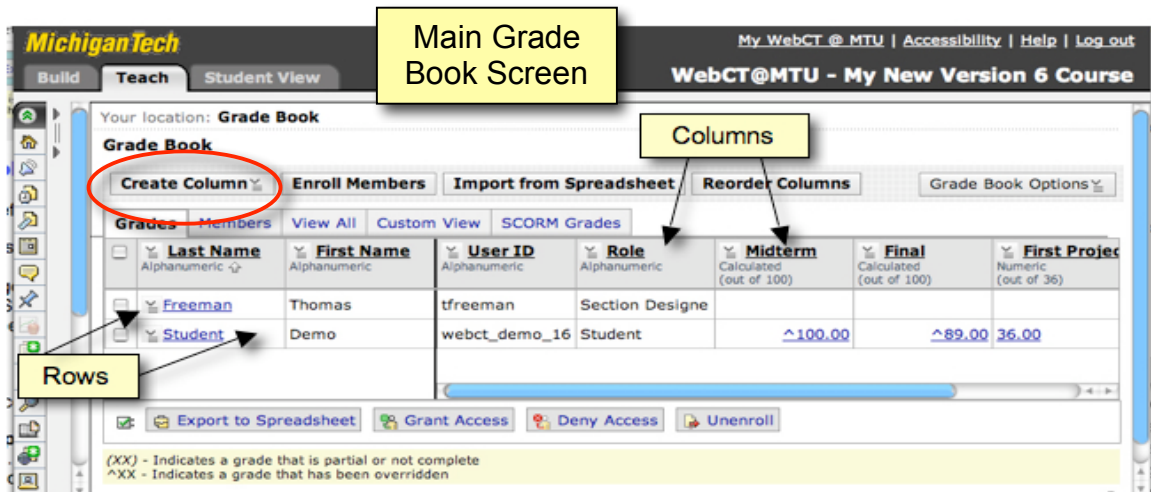
**AB 1000:
Fundamentals of Any Discipline**

Use the icons below or the course menu to navigate to the course syllabus and streaming video lectures, and other course materials.

Lecture Videos Homework & Notes Syllabus Student Rights & Responsibilities

Professor YourName Here
YourName Here@mtu.edu
(306) 487-????

Open "https://newcourses.mtu.edu/webct/urw/lc16154687001.tp16154708001.ctbDispatch.doweb...radebook&tab=teach&courseMapDisplayName=gradebook.CT8CourseMapDisplayName" in a new tab



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WebCT@MTU - My New Version 6 Course

Your location: Grade Book

Grade Book

Create Column Enroll Members Import from Spreadsheet Reorder Columns Grade Book Options

Grades Members View All Custom View SCORM Grades

	Last Name	First Name	User ID	Role	Midterm	Final	First Project
	Freeman	Thomas	tfreeman	Section Designe			
	Student	Demo	webct_demo_16	Student	^100.00	^89.00	36.00

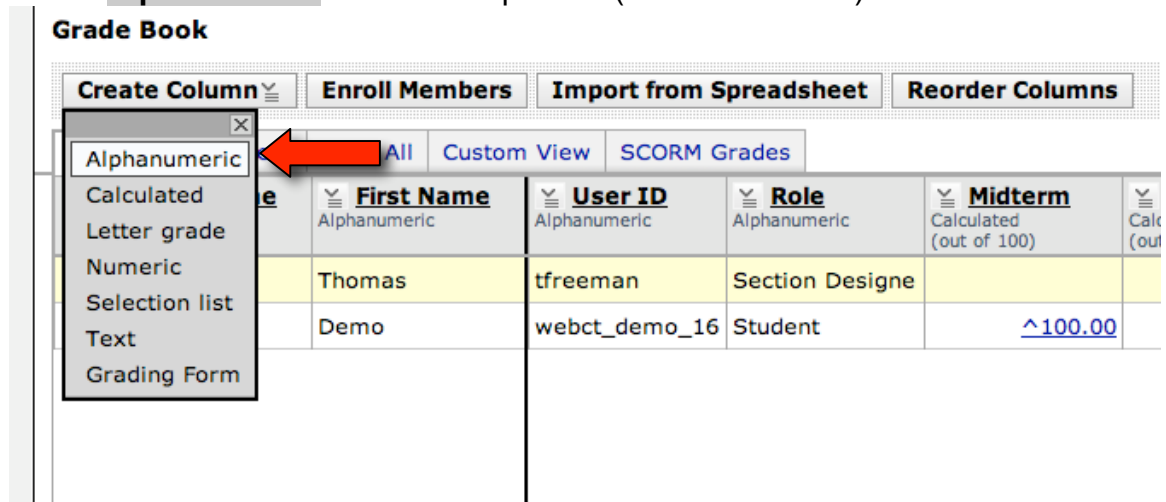
Export to Spreadsheet Grant Access Deny Access Unenroll

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

Creating a simple (alphanumeric) grade book column to manually enter grades

Click the **Create Column** button in top left of the grade book screen, circled in red in the picture above.

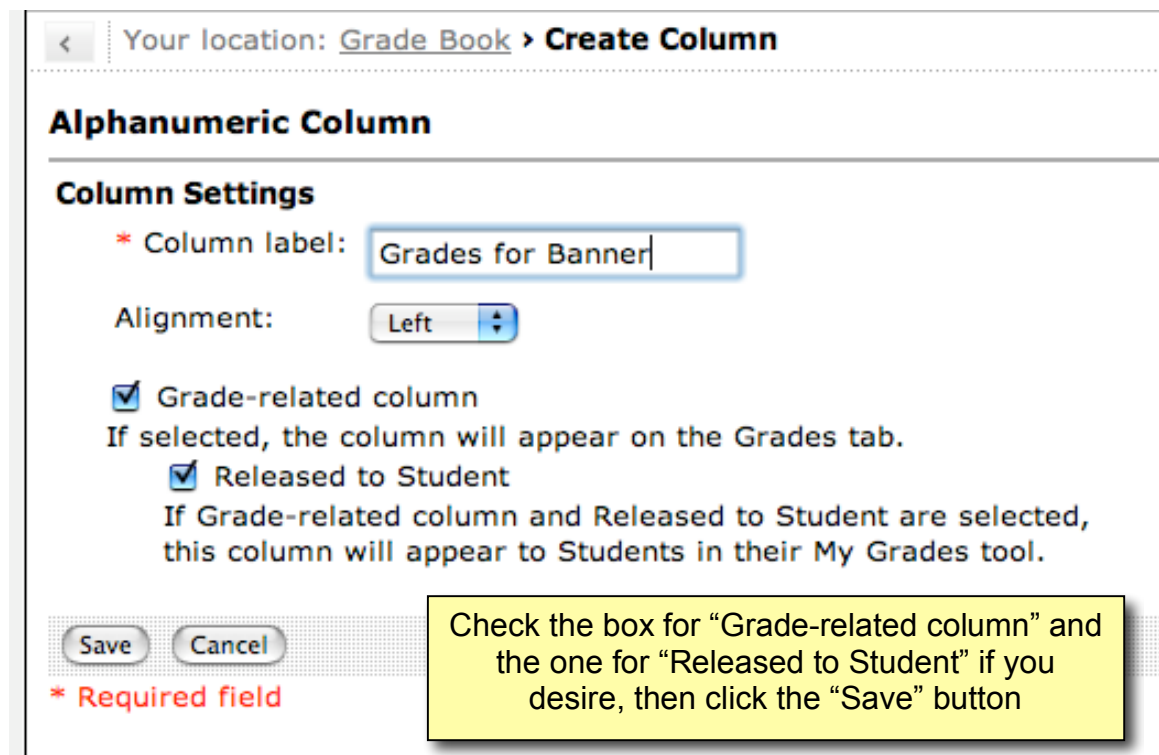
Select **Alphanumeric** from the drop down (Action Links ) menu.



The screenshot shows the 'Grade Book' interface. At the top left, there is a 'Create Column' button with a dropdown arrow. A dropdown menu is open, showing options: Alphanumeric, Calculated, Letter grade, Numeric, Selection list, Text, and Grading Form. A red arrow points to the 'Alphanumeric' option. Below the menu, there are tabs for 'All', 'Custom View', and 'SCORM Grades'. A table is visible with columns: First Name, User ID, Role, Midterm, and another column. The table contains two rows of data.

	First Name	User ID	Role	Midterm	
	Thomas	tfreeman	Section Designe		
	Demo	webct_demo_16	Student	^100.00	

This will open the **Column Settings** screen.



The screenshot shows the 'Alphanumeric Column' settings screen. The breadcrumb path is 'Your location: Grade Book > Create Column'. The title is 'Alphanumeric Column'. Under 'Column Settings', there is a text input field for 'Column label' with the value 'Grades for Banner'. Below it is an 'Alignment' dropdown menu set to 'Left'. There are two checked checkboxes: 'Grade-related column' and 'Released to Student'. Below these checkboxes, there is explanatory text: 'If selected, the column will appear on the Grades tab.' and 'If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.' At the bottom left, there are 'Save' and 'Cancel' buttons. A red asterisk and the text '* Required field' are below the buttons. A yellow callout box on the right contains the text: 'Check the box for "Grade-related column" and the one for "Released to Student" if you desire, then click the "Save" button'.

< Your location: [Grade Book](#) > **Create Column**

Alphanumeric Column

Column Settings

* Column label:

Alignment:


Grade-related column
If selected, the column will appear on the Grades tab.

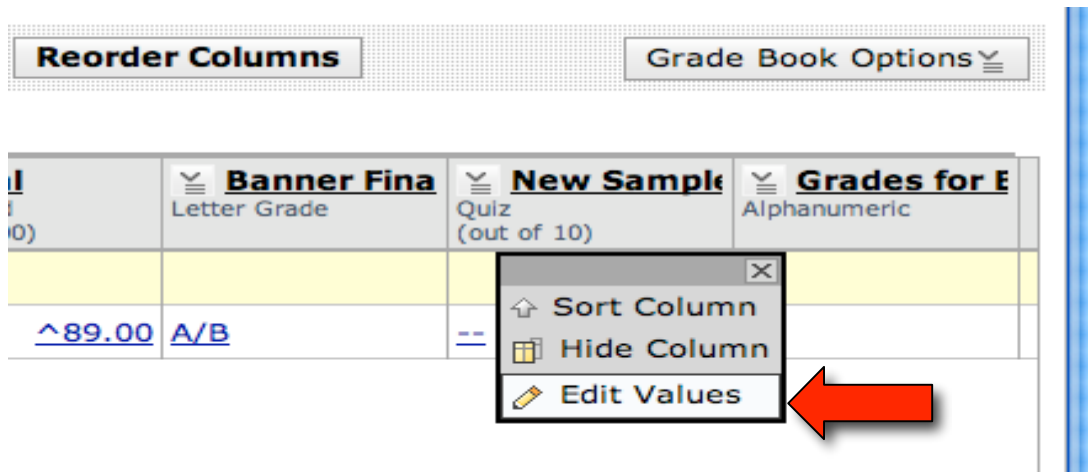
Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required field

Check the box for "Grade-related column" and the one for "Released to Student" if you desire, then click the "Save" button

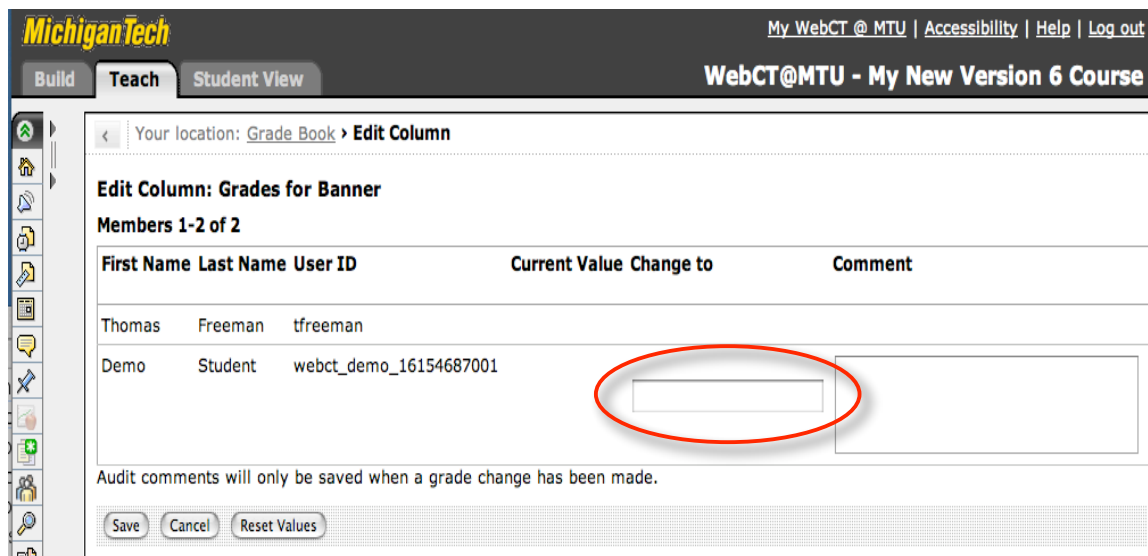
Your new grade book column will be placed on the right end of the grade book by default so scroll to the right if necessary.

Click on the name of the column or its Action Links Icon  to reveal the Action Links pull down menu and select “**Edit Values**” to enter grades.



The screenshot shows the 'Grade Book Options' menu with 'Reorder Columns' and 'Grade Book Options' buttons. Below is a table with columns: 'Banner Final' (Letter Grade), 'New Sample' (Quiz (out of 10)), and 'Grades for E' (Alphanumeric). A row shows a grade of 'A/B' under the 'Banner Final' column. A pull-down menu is open over the 'Banner Final' column, showing options: 'Sort Column', 'Hide Column', and 'Edit Values'. A red arrow points to the 'Edit Values' option.

This will open the **Edit Column** screen. All the students in that section of your course will be listed vertically here. Enter their grades in the first text box under the heading **Change to.** (If the column already had grades they would be listed under **Current Value**) Then click the **Save** button at the bottom when you have completed entering grades.



The screenshot shows the 'Edit Column: Grades for Banner' screen. The page title is 'MichiganTech' and the user is logged in as 'My WebCT @ MTU'. The page is titled 'WebCT@MTU - My New Version 6 Course'. The breadcrumb trail is 'Your location: Grade Book > Edit Column'. The page shows a table with columns: 'First Name', 'Last Name', 'User ID', 'Current Value', 'Change to', and 'Comment'. The table lists two members: 'Thomas Freeman' (User ID: tfreeman) and 'Demo Student' (User ID: webct_demo_16154687001). The 'Change to' column for 'Demo Student' has a red circle around the text input field. Below the table, there is a note: 'Audit comments will only be saved when a grade change has been made.' At the bottom, there are buttons for 'Save', 'Cancel', and 'Reset Values'.