

to perform actions on folder content.

1. To navigate folders from tree view:

**NOTE:** Tree view is for navigation only. All actions on files and folders are carried out in list view.

- To expand a folder, next to the folder you want to expand, click the *Expand* icon.
- To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon.
- To view the contents of a folder, click the name of the folder.

2. To navigate folders from the list view:

- To navigate down the folder structure, under *Title*, click the name of the folder.
- To navigate up the folder structure, from the breadcrumbs, click the name of the folder.
- If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## Sorting Files and Folders

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

**NOTE:** Items remain in the specified sort order until you go to another screen.

From the table heading row:

- Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
- If you want to reverse the sort order, click the column title again.

## Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

**EXAMPLE:** If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon.

**IMPORTANT:** In the *Content Browser* pop-up window, filtering remains until you change the filter criteria or the pop-up window is closed. In all other areas, filtering remains until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon.

## Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

Some tools have a preview feature that allows you to see an item as it will appear to Portfolio Reviewers.

**NOTE:** If you want to test an assignment by completing and submitting it as a Student, see *Previewing and Testing Assignments*.

1. Locate the item that you want to preview and click its *ActionLinks* icon.
2. Click **Preview**.

## Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, keywords, and file subscriptions.

1. Navigate to the folder that contains the file for which you want to view information. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **View File Information**.

**NOTE:** If you are viewing a file subscription:

- the path to the original file is displayed next to *Subscribed to*.
- the tools or areas in each template or section where the file is being used are displayed under *File is Shared by*.
- the title and location of all templates and sections that contain file subscriptions to the file are displayed under *Subscriptions to File*.

For more information on subscriptions, see *About File Subscriptions*.

## Viewing File HREF

You can view and copy the location of a file in *File Manager*. The copied file location can be used to reference the file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

You can view and copy the location of a file in *Files*. The copied file location can be used to reference the

file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

**EXAMPLE:** In a mail message, you want to insert an image file from a subfolder of *File Manager* named *Images*. You navigate to the location of the file in *File Manager*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. Then you paste the location in your message using a tag similar to the following: ``

**EXAMPLE:** In a message center message, you want to insert an image file from a subfolder of *Files* named *Images*. You navigate to the location of the file in *Files*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. Then you paste the location in your message using a tag similar to the following: ``

1. Locate the file for which you want to view the location and click its *ActionLinks* icon.
2. Click **View File HREF**.
3. To copy the location:
  - a. Click the *HREF* textbox.
  - b. On your keyboard, press **CTRL+C** (Windows users) or **COMMAND+C** (Mac users).
4. To paste the location, place your cursor where you want to paste and, on your keyboard, press **CTRL+V** (Windows users) or **COMMAND+V** (Mac users).
5. When you are finished viewing the file location, click **OK**.

## CREATING AND EDITING FILES AND FOLDERS

### For Designers

## Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may appear by default, or it may not be available.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.
5. Enter your content.
6. Click **Save**.

## Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

**WARNING:** If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file and click its *ActionLinks* icon.
2. Click **Edit**.
3. Edit the file:
  - a. In the *File Name* text box, edit the name of the file.
  - b. If you want to use the *HTML Creator* to edit the content, click **Enable HTML Creator**. For more information, see *Using the HTML Creator*.

**NOTE:** Depending on administrator settings, the *HTML Creator* may not be available.

4. Click **Save**.

## Working With Media Library Links

*Media Library* is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

**EXAMPLE:** If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance
- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

## Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. When you are finished viewing links, click **Back**.

## Creating Manual Links to Media Library Entries

In HTML files, you can manually link selected occurrences of a term to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the

*Media Library* entry in a separate window.

**IMPORTANT:** If you want to manually link occurrences of a term in an HTML file to a *Media Library* entry, ensure the following conditions are met:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.
- The term that is entered in the HTML file must exactly match the title of the *Media Library* entry.

1. Locate the HTML file in which you want to add manual links and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate the term that you want to link to a *Media Library* entry and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.

**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To link one occurrence of a term, locate the occurrence and, under *Linked*, click **No**.
  - To link multiple occurrences of a term, select each occurrence and click **Link**.
  - To link all occurrences of a term, in the table heading row, select the check box and then click **Link**.
6. Click **Back**.

## Removing Manual Links to Media Library Entries

In HTML files, terms can be linked to corresponding *Media Library* entries either manually or automatically. For terms that are manually linked, you can selectively remove those links.

1. Locate the HTML file that contains the manual links that you want to remove and click its *ActionLinks* icon.
2. Click **Manage Media Library Links**.
3. Under *Terms*, locate a term from which you want to remove manual links and click its *ActionLinks* icon.
4. Click **Edit**. All occurrences of the term in the HTML file appear, including each occurrence's current link value.

**NOTE:** A value of *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked.

5. Do one of the following:
  - To remove one occurrence, locate the occurrence and under *Linked*, click **Yes**.
  - To remove multiple occurrences, select each occurrence and click **Unlink**.
  - To remove all occurrences, in the table heading row, select the check box and click **Unlink**.
6. Click **Back**.

## Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**.
3. Enter a title and click **OK**.

## Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and click its *ActionLinks* icon.
3. Click **Rename**.
4. Enter a new title for the item.
5. Click **OK**.

## Editing File Properties

You can edit the author, title, description and keywords of a file.

1. Navigate to the folder containing the file whose information you want to edit. For more information, see *Navigating Folders*.

2. Locate the file and click its *ActionLinks* icon.
3. Click **Edit Properties**.
4. Edit the file properties:
  - a. In the *Author* text box, edit the name of the person that created the file.
  - b. In the *Title* text box, edit the title of the file.
  - c. In the *Description* text box, edit the text that will help identify the contents of the file.
  - d. In the *Keywords* text box, edit the terms that can be used to search for this file. Use semicolons to separate keywords.
5. Click **Save**.

## Declaring Character Sets

When files are uploaded to the server, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

The following character sets are supported:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC\_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)

- Greek (Windows 1253)
  - Hebrew (ISO-8859-8)
  - Hebrew (Windows 1255)
  - Japanese (EUC-JP)
  - Japanese (IBM-33722)
  - Japanese (Shift\_JIS)
  - Korean (EUC-KR, KSC5601)
  - Korean (ISO-2022-kr)
  - Sixteen-bit UTF (UTF-16)
  - Sixteen-bit UTF, big-endian byte order (UTF-16BE)
  - Sixteen-bit UTF, little-endian byte order (UTF-16LE)
  - Thai (IBM 874)
  - Thai (Windows 874)
  - Turkish (ISO-8859-9)
  - Turkish (Windows 1254)
  - Unicode (UTF-8)
  - Western European (ISO-8859-1)
  - Western European (Windows 1252)
1. Locate the file or the folder containing the files for which you want to declare a character set and click its *ActionLinks* icon.
  2. Click **Declare Character Set**.
  3. From the drop-down list, select the character set.
  4. If you want to preview a file in the selected character set:
    - a. Locate the file and, under *Actions*, click its *Preview* icon.
    - b. When you are finished previewing the file, close the window.
  5. Select each file.
  6. Click **Save**.

## MANAGING FILES AND FOLDERS

## For Designers

### Getting Files

You can get files from another location and add them to your current location in *File Manager*.

If you are getting files from a file-sharing location, such as *Repository* or *Template Manager*, you can either copy the files or create subscriptions to the files. For more information on file subscriptions, see *About File Subscriptions*.

1. In *File Manager*, navigate to the location where you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Locate and select the files you want to add. For more information, see *Navigating with Content Browser*.
4. If you selected files in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create subscriptions to the files, select *Subscribe* next to each file and click **OK**.
  - To create copies of the file that you can edit, select *Copy* next to each file and click **OK**.
5. If you selected files in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscriptions, select *Keep* next to each file and click **OK**.
  - To create copies of the files that you can edit, select *Keep and copy* next to each file and click **OK**.

### Copying Files and Folders

You can create copies of files and folders and paste them to another location.

1. Navigate to the folder containing the items you want to copy. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To copy one or more items, select each item and click **Copy**.

- To copy all items listed on the current page:

**NOTE:** If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to paste the items. You can only paste files to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items copied to your computer will be compressed and copied as a single zip file.

4. If you have pasted the items to a location other than your computer and you have encountered a naming conflict, do one of the following:

- To select a new destination folder:
  - i. Select *Select another location*.
  - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available.

- To create a destination folder:
  - i. Select *Select another location*.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.
  - v. From the *Select another location* drop-down list, select the new folder.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder with the copy, select *Replace*.
- If you are pasting multiple items and have multiple naming conflicts, to cancel the paste action for a single item, select *Skip*.

## Moving Files and Folders

You can move files and folders from one location to another.

**IMPORTANT:** Items moved to your computer are not removed from the system. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items that you want to move. For more information, see *Navigating Folders*.
2. Do one of the following:
  - To move one or more items:
    - a. Select each item.
    - b. Click **Move**.
  - To move all items listed on the current page:

**NOTE:** If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to move the items. You can only move items to locations where you have file and folder pasting capabilities. For more information on browsing for files and folders, see *Navigating with Content Browser*.

**NOTE:** Multiple items moved to your computer will be compressed and moved as a single zip file.

4. If you have moved the items to a location other than your computer and you have encountered a naming conflict, do one of the following:
  - To select a new destination folder:
    - i. Ensure *Select another location* is selected.
    - ii. From the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
  - i. Ensure *Select another location* is selected.
  - ii. Click **Create Folder**.
  - iii. In the *Title* text box, enter a name for the folder.
  - iv. Click **OK**.

- v. In the *Select another location* drop-down list, ensure the new folder is selected.
- To rename the item:
  - i. Select *Rename*.
  - ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

## Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

**NOTE:** You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zippping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Download**.
4. Click **Save** and specify the location.

## Zippping Files and Folders

You can create a compressed zip file that contains files and folders. Zippping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items that you want to compress into a single zip file.
2. Do one of the following:
  - To compress one or more items:
    - a. Select each item.
    - b. Click **Zip**. The *Content Browser* pop-up window appears.

- To compress all items listed on the current page:

**NOTE:** If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
  - b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Navigate to and confirm the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

## Unzipping Files

You can extract all the contents of zip files.

1. Navigate to the folder containing the file that you want to unzip.
2. Locate the file and click its *ActionLinks* icon.
3. Click **Extract**.

## Deleting Files and Folders

You can permanently delete files and folders from the server.

**WARNING:** Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  - a. Locate the item and click its *ActionLinks* icon.
  - b. Click **Delete**.
  - c. Click **OK**.
- To delete several items:
  - a. Select the items and click **Delete**.
  - b. Click **OK**.

- To delete all items listed on the current page:

**NOTE:** If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

- a. In the table heading row, select the check box. All items listed on the page are selected.
- b. Click **Delete**.
- c. Click **OK**.

## MANAGING FILE SUBSCRIPTIONS

### For Designers

You can:

- subscribe to files that are outside of your course.
- cancel file subscriptions.

You can view existing subscription information on a file using the *View File Information* option. You can also preview, move, delete and view file HREF information on file subscriptions in the same way that you do files. For more information on these tasks, see the applicable help topics.

### Subscribing to Files

Files that are outside your course in a sharable location, such as *Repository* or *Template Manager*, can be added to your course by creating file subscriptions. File subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

**NOTE:** If you do not want changes to the original file to be reflected in the file in your course, you can create a copy of the file instead.

1. From the *File Manager* screen, navigate to the folder in which you want to create the file subscriptions.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Click the icon for the sharable location, either *Repository* or *Template Manager*, that contains the files that you want to add to your course.

4. Locate the files. For more information on navigating, see *Navigating with Content Browser*.
5. Select each file to which you want to subscribe. To subscribe to all files in a learning context, next to *Title*, select the check box.
6. Click **OK**. Another *Content Browser* pop-up window appears.
7. Select a subscription option:
  - To create subscriptions to all files, click **Subscribe to all Files**.
  - To create subscriptions to some files and copy other files, under *What do you want to do?*, individually select *Subscribe* or *Copy* for each file.
8. Click **OK**.
  - If there are no naming conflicts, the *File Manager* screen appears and the file subscription appears in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.
  - If the destination folder contains files or file subscriptions with the same name as the file subscriptions you are creating, the *Resolve Naming Conflicts* screen appears:
    - a. For each file subscription with a naming conflict, do one of the following:
      - To select a new destination folder, from the *Select another location* drop-down list, select a folder.

**NOTE:** Only the original destination folder and sub-folders of the original destination folder are available for selection.
      - To create a destination folder:
        - i. Click **Create Folder**.
        - ii. In the *Title* text box, enter the name for the folder. The folder name can include multiple words and spaces.
        - iii. Click **OK**.
      - To rename the file subscription, select *Rename* and in the text box, enter a new file name.
      - To replace the file in the destination folder with the file subscription you are creating, select *Replace existing*.
    - b. Click **OK**. The *File Manager* screen appears and the file subscriptions appear in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

## Unsubscribing From Files

**NOTE:** Depending on administrator settings, this option may not be available to you.

If you have subscribed to files that are outside of your course, you can cancel those file subscriptions at any time. Canceling a file subscription replaces the file subscription with a file copy meaning that changes to the original file will no longer be reflected in your course. This gives you ownership of the copied file and all file options become available to you. File subscriptions are identified in *File Manager* by the *Subscribed to a remote file* icon that appears next to a file's *ActionLinks* icon.

**NOTE:** If you want to delete the file subscription from *File Manager*, see *Deleting Files and Folders*.

1. From the *File Manager* screen, select each file subscription you want to cancel.
2. Click **Unsubscribe**.
3. Click **OK**. The subscription is replaced by a file copy.

## CREATING WEBDAV FOLDERS

### For Designers

## Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Portfolio files and folders from your computer without logging in to Blackboard Portfolio. To do this, you set up WebDAV folders on your computer that mirror your folders in Blackboard Portfolio. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in Blackboard Portfolio. Conversely, when you add or modify files and sub-folders in Blackboard Portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see <http://www.webdav.org>

<http://www.webdav.org>).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - d. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  - a. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - b. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
  - c. Click **View WebDAV Info**. The folder path appears.
  - d. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
  - e. From your Windows desktop, double-click the *My Network Places* icon.
  - f. Double-click **Add Network Place**.
  - g. Follow the prompts given by the *Add Network Place Wizard*.
  - h. When you are prompted to enter an Internet or network address, paste the server path by pressing CTRL+V on your keyboard.
  - i. Click **Next**.
  - j. In the *User name* and *Password* text boxes, enter your user name and password and click **OK**.
  - k. Click **Next**.
  - l. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Learning System folder appear. Files and folders that are added or modified in the WebDAV folder are reflected in the Learning System folder when you are connected to the Internet.
  - m. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and the contents of the Blackboard Portfolio folder appear. Files and folders that are added or modified in

the WebDAV folder are reflected in the Blackboard Portfolio folder when you are connected to the Internet.

## Creating WebDAV Connections on Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage Blackboard Learning System files and folders from your computer without logging in to the Learning System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Learning System. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Learning System. Conversely, when you add or modify files and sub-folders in the Learning System folders, these changes are made in the WebDAV folders.

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage portfolio files and folders from your computer without logging in to the Blackboard Portfolio System. To do this, you set up WebDAV folders on your computer that mirror your folders in the Blackboard Portfolio System. You can also create a WebDAV folder for the root of *Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in the Blackboard Portfolio System. Conversely, when you add or modify files and sub-folders in portfolio folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see <http://www.webdav.org> (<http://www.webdav.org>).

1. Navigate to *Content Manager* area or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
2. Navigate to the *Files* root or folder where you want to create a WebDAV folder and click its *ActionLinks* icon.
3. Click **View WebDAV Info**. The folder path appears.
4. Copy the folder path by selecting it and pressing CTRL+C on your keyboard.
5. From your Mac desktop, from the *Finder*, click **Go**.
6. Click **Connect to Server**.
7. Ensure that your cursor is in the *Address* text box and paste the server path by pressing COMMAND+V.
8. Click **OK**.
9. In the *User Name* and *Password* text boxes, enter your user name and password and click **OK**. The folder is added to the Mac *Finder*.

# CHAPTER 19: GOALS

**IMPORTANT:** Topics for this chapter apply to various roles. See specific topics for your role.

## ABOUT GOALS

### For Designers

The *Goals* tool allows you to record the goals for a course, and to create categories to organize them. For example, you may want to create an Institution category to record your institution's general goals for all Students, as well as a category for each unit in your course.

You can also associate files and course content, such as assessments or assignments, with one or more goals.

You can set permissions to allow Students to view associated files and content.

## CREATING OR EDITING GOALS

### For Designers

1. Depending on whether you are creating or editing a goal, do one of the following:
  - If you are creating a goal, click **Create Goal**.
  - If you are editing a goal:
    - a. Next to the title of the goal you want to edit, click the *ActionLinks* icon.
    - b. Click *Edit Properties*.
2. Enter a title and description.
3. Under *Item Visibility*, select to show or hide the item for Students.
4. If you want to place the goal into a category, under *Category*, select an existing category, or create a new one.
5. Click **Save**.

## ASSOCIATING CONTENT OTHER ITEMS WITH GOALS

### For Designers

You can associate course content or activities, such as assessments or assignments, with goals. This allows you to communicate to Students which items in the course will support progress towards the achievement of each goal. For example, if a goal is for Students to become familiar with Monet's paintings, you can create a link from this goal to a *Media Library* collection containing image files of the paintings.

You can associate portfolio items, such as reflection topics or gallery collections, with goals. This allows you to communicate to Portfolio Reviewers which items in the portfolio demonstrate progress towards the achievement of each goal. For example, if a goal is for you to become familiar with Monet's paintings, you can create a link from this goal to a *Gallery* collection containing image files of the paintings and your critique of each painting.

1. From the *Goals* screen, locate the goal with which you want to associate content and click its title.
2. From the *Goals* screen, locate the goal with which you want to associate items and click its title.
3. Click **Associate Content**.
4. Click **Associate Other Items**.
5. From the tools displayed, click the tool containing the item you want to associate and select it from the inventory list.
6. Click **Add Selected**.

## ASSOCIATING FILES WITH GOALS

### For Designers

1. From the *Goals* screen, locate the goal with which you want to associate a file, and click its title.
2. Click **Associate File**.

3. Click **Browse for Files**. The *Content Browser* pop-up window appears.
4. Locate and select the files you want to associate. For more information, see *Navigating with Content Browser*.
5. If you selected files in *Repository* or *Template Manager* that you have not already subscribed to, do one of the following:
  - To create subscriptions to the files, select *Subscribe* and click **OK**
  - To create copies of the files that you can edit, select *Copy* and click **OK**.
6. If you selected files in *Repository* or *Template Manager* that you have already subscribed to, do one of the following:
  - To use the existing subscriptions, select *Keep* and click **OK**.
  - To create copies of the files that you can edit, select *Keep and copy* and click **OK**.
7. If you want to remove a file that you have included, click the *Remove* icon.

## VIEWING ASSOCIATED CONTENT

### For Designers

**NOTE:** Depending on administrator settings, this feature may not be available.

You can view files and course content, such as assessments or assignments, that have been associated with a goal.

You can view files and portfolio material, such as reflection topics and binders, that have been associated with a goal.

From the *Goals* screen, click the goals whose associated files or course content you want to view.

From the *Goals* screen, click the goals whose associated files or other items you want to view.

## REMOVING ASSOCIATED FILES OR CONTENT OTHER ITEMS

## For Designers

You can associate course content or activities, such as assessments or assignments, with goals. This allows you to communicate to Students which items in the course will support progress towards the achievement of each goal. For example, if a goal is for Students to become familiar with Monet's paintings, you can create a link from this goal to a *Media Library* collection containing image files of the paintings.

You can associate portfolio items, such as reflection topics or gallery collections, with goals. This allows you to communicate to Portfolio Reviewers which items in the portfolio demonstrate progress towards the achievement of each goal. For example, if a goal is for you to become familiar with Monet's paintings, you can create a link from this goal to a *Gallery* collection containing image files of the paintings and your critique of each painting.

1. From the *Goals* screen, locate the goal with which you want to associate content and click its title.
2. From the *Goals* screen, locate the goal with which you want to associate items and click its title.
3. Click **Associate Content**.
4. Click **Associate Other Items**.
5. From the tools displayed, click the tool containing the item you want to associate and select it from the inventory list.
6. Click **Add Selected**.

## CREATING OR EDITING CATEGORIES

### For Designers

You can organize your goals into categories.

**EXAMPLE:** You may want to create a category for each unit in your course to help Students understand the expected outcomes of each.

**EXAMPLE:** You may want to distinguish your career and educational goals by creating a Career Goals category and an Educational Goals category.

1. Depending on whether you are creating or editing a category, do one of the following:
  - If you are creating a category, from the *Goals* screen, click **Create Category**.

- If you are editing a category:
  - a. From the *Goals* screen, locate the category that you want to edit and click its *ActionLinks* icon.
  - b. Click *Edit Properties*.
- 2. Enter a title, and description.
- 3. Click **Save**.

## SHOWING OR HIDING GOALS

### For Designers

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

You can make an item, such as a binder, web link, gallery collection, or file visible to Portfolio Reviewers by showing the item on the *Home Page*. You can also make a goal visible by showing it in the *Goals* tool. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

**NOTE:** By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
  - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.
- 
- To show an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Show Item**.
  - To hide an item:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Hide Item**.

## MOVING GOALS

### For Designers

In general, items initially appear in the order that they were created. In some tools, there is an *Order* column with numeric indicators that show the order that items were created. If the tool has an *Order* column, you can sort items in ascending (A to Z, or 1 to 9) or descending (9 to 1, Z to A) order. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. You can move items up or down and change their order. All users see the items in the specified order.

1. Click the column title *Order* until the list is sorted in ascending order.
2. Select the item.
3. Do one of the following:
  - To move an item up:
    - a. Locate an item above the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Above**.
  - To move an item down:
    - a. Locate an item below the one that you already selected and click its *Click to view move options* icon.
    - b. Click **Move Selected Below**.

## DELETING GOALS

### For Designers

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

- IMPORTANT:**
- In the *Announcements* tool, designers and instructors cannot delete announcements that have been sent.
  - In the *Assessments* tool, if you delete a quiz, survey, or self test, Student submissions for that assessment are also deleted.
  - In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.
  - In the *Course Content* tool, you can delete several or all items from the *Power View*. For more information, see *using the Basic View or Power View*.
  - In the *Media Library* tool:
    - designers can delete any entry.
    - users other than designer can delete only their own entries.
  - In the *Web Links* tool, Students can delete only their own web links.
- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**.
    2. Click **OK**.
  - Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.
    2. Click **Delete**.
    3. Click **OK**.
    4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
  - Using the *ActionLinks* icon to delete one item at a time:
    1. Locate the item and click its *ActionLinks* icon.
    2. Click **Delete**.
    3. Click **OK**.

## ABOUT GOALS

### For Section Instructors

You can view the goals for a course, including associated files and content. You can also set permissions

to allow Students to view associated files and content.

## VIEWING ASSOCIATED CONTENT

**NOTE:** Depending on administrator settings, this feature may not be available.

You can view files and course content, such as assessments or assignments, that have been associated with a goal.

You can view files and portfolio material, such as reflection topics and binders, that have been associated with a goal.

From the *Goals* screen, click the goals whose associated files or course content you want to view.

From the *Goals* screen, click the goals whose associated files or other items you want to view.

# CHAPTER 20: GRADE BOOK

**IMPORTANT:** Topics in this chapter apply to Template Designers and Section Instructors.

## ABOUT GRADE BOOK

### For Template Designers

When building or editing a template, you can create, edit, and delete columns in *Grade Book*.

**NOTE:** You cannot enter data into these columns. Member and grade data can only be added to *Grade Book* columns at the section organizational level.

*Grade Book* is one of the four main course management tools that Section Instructors can use to manage members.

**NOTE:** The term, "members" simply refers to users that are enrolled in a course in any of the five section roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

*Grade Book's* main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all section members.

*Grade Book* is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default or are created using the *Grade Book* tool.

Default columns:	<p>The following columns are system-created:</p> <ul style="list-style-type: none"><li>• user-related: <i>Last Name</i>, <i>First Name</i>, <i>User ID</i>, and <i>Role</i>. These columns pull their information from the member's user/enrollment record and cannot be modified in <i>Grade Book</i>. See your administrator to make edits to values in these columns.</li><li>• grade-related: <i>Midterm</i> and <i>Final</i>. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else.</li><li>• quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column is automatically created in <i>Grade Book</i>. Creation of a survey also creates a column in the <i>Grade Book</i>, contents indicating whether the survey has been completed or not.</li><li>• <i>SCORM</i> columns: if a <i>SCORM</i> module is added to the course, a corresponding grade-related column is automatically created in <i>Grade Book</i>.</li></ul>
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<p>Columns created using the <i>Grade Book</i> tool</p>	<p>You can create the following types of columns:</p> <ul style="list-style-type: none"> <li>• alphanumeric columns: allow you to enter data that contains text and numbers. <b>EXAMPLE:</b> You can use an alphanumeric column to enter an email address for each member.</li> <li>• calculated columns: allow you to specify a formula (that can include other numeric columns) to generate a numeric value. <b>EXAMPLE:</b> You can use a calculated column to calculate an interim grade.</li> <li>• letter grade columns: allow you to calculate a letter grade based on the numeric value of another column.</li> <li>• numeric columns: allow you to enter numbers only. <b>EXAMPLE:</b> You can use a numeric column to insert grades for an offline assignment and other interim grades.</li> <li>• grading form columns: to calculate a numeric grade, based on a grading form. <b>EXAMPLE:</b> You could use a grading form column to record grades for a discussion topic that is graded using a grading form.</li> <li>• selection list columns: allow you to specify one or more text values that can then be selected. <b>EXAMPLE:</b> You can use a selection list column to describe a Student's overall term effort (fair, good, excellent).</li> <li>• text columns: allow you to enter text only. <b>EXAMPLE:</b> You can use a text column to add comments about each member.</li> </ul> <p>When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported. You can also determine which columns are released to Students and Auditors in their <i>My Grades</i> channel in <i>My Blackboard</i> and in their <i>My Grades</i> tool (if added to the <i>Course Toolbar</i>). Students and Auditors will not be able to view other Students' and Auditors' grades.</p> <p><b>NOTE:</b> Member and grade data can only be added to <i>Grade Book</i> columns at the section organizational level.</p>
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## ABOUT GRADE BOOK

### For Section Instructors

*Grade Book* is one of the four main course management tools that Section Instructors can use to manage members.

**NOTE:** The term, "members" simply refers to users that are enrolled in your course in any of the five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

*Grade Book's* main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all members.

*Grade Book* is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default in *Grade Book* or are added by you.

Default columns:	<p>The following columns are system-created:</p> <ul style="list-style-type: none"><li>• user-related: <i>Last Name</i>, <i>First Name</i>, <i>User ID</i>, and <i>Role</i>. These columns pull their information from the member's user/enrollment record and cannot be modified in <i>Grade Book</i>. See your administrator to make edits to values in these columns.</li><li>• grade-related: <i>Midterm</i> and <i>Final</i>. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else.</li><li>• cross-listing related: if the course has been cross-listed, a <i>Cross-listing Information</i> column appears with the name of the course each member was originally enrolled in. The <i>Cross-listing Information</i> column only appears if the course has been cross-listed. For more information about the grade book and cross-listed courses, see the appropriate version of the <i>Cross-Listing Guide</i>.</li><li>• quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column will be automatically created in <i>Grade Book</i>. Creation of a survey also creates a column in the <i>Grade Book</i>, contents indicating whether the survey has been completed or not.</li></ul>
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<p>Columns added by you:</p>	<p>You can create the following types of columns:</p> <ul style="list-style-type: none"> <li>• alphanumeric columns: allow you to enter data that contains text and numbers. <b>EXAMPLE:</b> You can use an alphanumeric column to enter an email address for each member.</li> <li>• calculated columns: allow you to specify a formula (that can include other numeric columns) to come up with a numeric value <b>EXAMPLE:</b> You could use a calculated column to calculate an interim grade.</li> <li>• grading form columns: to calculate a numeric grade, based on a grading form. <b>EXAMPLE:</b> You could use a grading form column to record grades for a discussion topic that is graded using a grading form.</li> <li>• letter grade columns: to calculate a letter grade based on the numeric values of another column.</li> <li>• numeric columns: allow you to enter numbers only <b>EXAMPLE:</b> You could use a numeric column to insert grades for an offline assignment and other interim grades.</li> <li>• selection list columns: allow you to specify one or more text values that can then be selected <b>EXAMPLE:</b> You could use a selection list column to describe a Student's overall term effort (fair, good, excellent).</li> <li>• text columns: allow you to enter text only <b>EXAMPLE:</b> You could use a text column to add comments about each member or to track member data, like birth dates or hometown.</li> </ul> <p>When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported.</p>
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*Grade Book* is divided into tabs. These tabs present different groups of data columns to give you a different view of all entered information for members.

- *Grades* displays all default columns and any created columns that are tagged as grade-related. This tab is used to view, enter, or override grade-related information.
- *Members* displays all default columns (except quiz, survey, assignment and discussion topic columns), and any created columns that are not tagged as grade-related. This view is meant to hold

descriptive information about Students and Auditors, according to the information that you want to store.

**EXAMPLE:** You could create columns to add your comments about each Student, their first language, their role in the course, or anything else you wanted to remember.

- *View All* displays all columns, grade-related or not.
- *Custom View*, similar to the *View All* tab, also displays all columns, grade-related or not, but you can use it to create your own "custom view" of member information.
- *SCORM Grades* displays columns that are automatically added for gradable SCORM modules.

**NOTE:** You can choose to hide any columns from displaying in all tabs.

Besides helping you grade and describe Students and Auditors, you can also determine which columns are released to Students and Auditors, in their *My Grades* channel in *My Blackboard* and in their *My Grades* tool (if added to *My Tools*). Students and Auditors will not be able to view other Students' and Auditors' grades.

From *Grade Book*, you can enroll new users in roles, as long as user records have already been created for them by an administrator and you know their user name.

## WORKING WITH COLUMNS

### For Designers

## Creating Columns

### Creating Alphanumeric Columns

You can create data columns in *Grade Book* to store specific types of information. An alphanumeric column can contain data in the form of a short string of text or numbers.

**EXAMPLE:** Create an alphanumeric column to store Student campus registration numbers that contain both letters and numbers.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Alphanumeric*.

3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. If the column will contain grade data, select *Grade-related column*.
6. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
7. Click **Save**.

## Creating Calculated Columns

You can create columns in *Grade Book* to store specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:  

$$\text{AVG}\{ [\text{Quiz1}] , [\text{Quiz2}] , [\text{Quiz3}] , [\text{Quiz4}] \}$$

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Calculated*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  - f. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.
 

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.
  - g. If the column will contain grade data, select *Grade-related column*.
  - h. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - i. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
    - To only release the average score, select *Average Only*.

- To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.

j. Click **Save**.

2. Create a formula for the calculated column:

- Locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.
- Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

c. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

- To open a nested argument, click the **Left Parenthesis** button.
  - Enter the argument.
  - To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column, but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.
- i. At a valid point in the formula, click the function button.
  - ii. Enter the function's first argument.
  - iii. To enter another argument, click **Enter Another Value**.
  - iv. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

3. Click **Save**.

## Creating Grading Form Columns

You can create your own columns for *Grade Book* to enter specific types of information. A grading form column will display the numeric result of a grading form that you created.

**EXAMPLE:** Use a grading form column to record grades for an assignment or discussion topic graded using a grading form's specific criteria and performance indicators.

1. From the *Grade Book* screen, click **Create Column**.
2. Click **Grading Form**.
3. In the *Column label* text box, enter the column name.
4. From the *Alignment* drop-down list, select the alignment (left, right, or center) for the content of the column.
5. Select the grading form:

- a. Click **Select Grading Form**, and select the form.  
**TIP:** To view the form, click its title.
- b. Click **Select**. The *Maximum value* for the grading form now appears.
6. From the *Decimals* drop-down list, select the number of decimal places to be used for the numeric values in this column.
7. Select whether the column is grade-related:
  - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs, select *Grade-related column*.
  - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs, clear the *Grade-related column* check box.
8. If you want to allow Students to view their grade in the *My Grades* tool, select *Released to Student*.
9. Click **Save**.

## Creating Letter Grade Columns

You can create columns in *Grade Book* to store specific types of information. A *Letter grade* column displays a letter grade for each Student based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

**EXAMPLE:** Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Letter grade*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If the column will contain grade data, select *Grade-related column*.
  - f. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - g. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.
  - h. Click **Save**.
2. If you want to view or edit the numerical ranges that determine letter grades (the letter grade scheme):

- a. From the *Grade Book* screen, locate the letter grade column you created, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon.
- b. Do one of the following:
  - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
  - To create a custom letter grade scheme:
    - i. Under *Grade*, enter a letter value for each letter grade in your scheme.
    - ii. Under *Range*, enter the upper range for each letter grade.

**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.
    - iii. If you need to add a letter grade:
      - i. Select the row below which you want to insert the new grade and click **Add Grade**.
      - ii. Under *Grade*, enter a letter value for the letter grade.
      - iii. Under *Range*, enter the upper range for the letter grade.
    - iv. If you want to delete a row, click its *Delete* icon.
    - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
- c. Save your letter grade scheme:
  - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Creating Numeric Columns

You can create columns in *Grade Book* to store specific types of information. A *Numeric* column can contain only numeric values.

**EXAMPLE:** Use a numeric column to manually enter scores for an assessment.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Numeric*.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this

column, from the *Alignment* drop-down list, select your preferred alignment.

5. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
6. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

7. If the column will contain grade data, select *Grade-related column*.
8. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
9. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.
10. Click **Save**.

## Creating Selection List Columns

You can create columns in *Grade Book* to store specific types of information. A *Selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

**EXAMPLE:** Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

1. Create the column:
  - a. From the *Grade Book* screen, click **Create Column**.
  - b. Click *Selection List*.
  - c. In the *Column label* text box, enter the column name.
  - d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - e. If the column will contain grade data, select *Grade-related column*.
  - f. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - g. Click **Save**.
2. Create values for the selection list:

- a. From the *Grade Book* screen, locate the selection list column you created, and from the *Actions* toolbar, click the column's *Edit Column Selection List* icon.
- b. Under *Item*, in the text box, enter the first value that you want to appear in the list.
- c. To add an item to your selection list, do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

- To add an item after the last item in the list, click **Add Item**.
  - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
- d. Enter a value in the text box of the added item.
  - e. If you want to add more items, repeat steps c and d for each item you want to add to your selection list.
  - f. To delete an item, click its *Delete* icon.
  - g. To change the order of the list:
    - To move an item above another item:
      - i. Select the item you want to move.
      - ii. In the row for the item above which you want to insert the selected item, click the *Move Selected Items Above* icon.
    - To move an item to the bottom of the list:
      - i. Select the item that you want to move.
      - ii. In the bottom row, click the *Move Selected Items to Bottom of List* icon.
  - h. Click **Save**.

## Creating Text Columns

You can create columns in *Grade Book* to store specific types of information. Text columns can be used to enter more lengthy text than an Alphanumeric column, such as a sentence or a paragraph.

**EXAMPLE:** Use a Text column to enter comments.

1. From the *Grade Book* screen, click **Create Column**.
2. Click *Text*.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of text displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.

5. If the column will contain grade data, select *Grade-related column*.
6. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
7. Click **Save**.

## Editing Columns

### Changing Column Types

For any column that you create, as well as the default *Midterm* and *Final* grade-related columns, you can change the column from one type to another.

**EXAMPLE:** You can change the default *Final* column from a calculated column to a letter-grade column.

You cannot modify the following columns:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course
- *SCORM* grade columns

Each of the different column types can only hold certain types of information, so you may find that a column type no longer serves your needs. Instead of creating a new column and re-entering information, you can change the column type to allow different types of information to be entered.

When you change the column type, any entered values are converted to be consistent with the data allowable in the new column type. You can preview the converted values and decide whether to apply them or cancel the conversion.

The following types of columns are available in *Grade Book*:

- alphanumeric columns: for entering a short line of alphanumeric data.
- calculated columns: for calculating a numerical value, using other columns, if desired.
- grading form columns: for entering a numerical value, based on a grading scheme.
- letter grade columns: for determining a letter grade, based on a column that contains a numeric value.
- selection list columns: for selecting from a list of text values that you create.

- text columns: for entering a paragraph of text.
1. From the *Grade Book* screen, locate the column that you want to modify, and in its *Type* row, click the current column type that you want to modify.
  2. From the *New Value* drop-down list, select a new column type. Depending on the existing column type, only certain column types are available.
  3. Click **OK**.

## Editing Formulas for Calculated Columns

For calculated columns, you can enter or modify the formula used to calculate the values for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:  

$$\text{AVG}\{ [\text{Quiz1}] , [\text{Quiz2}] , [\text{Quiz3}] , [\text{Quiz4}] \}$$

1. From the *Grade Book* screen, locate the calculated column containing the formula that you want to edit, and from the *Actions* toolbar, click the *Edit Column Formula* icon.
2. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

3. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

- a. To open a nested argument, click the **Left Parenthesis** button.
- b. Enter the argument.

- c. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total appears. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.
- a. At a valid point in the formula, click the function button. The function name and its left brace are inserted.
  - b. Enter the function's first argument.
  - c. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.
  - d. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

4. Click **Save**.

## Editing List Values for Selection List Columns

You can edit the list of values used in a selection list column. You can change the existing items in the

list, add items, delete items, or change their order.

1. From the *Grade Book* screen, locate the selection list column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Selection List* icon.
2. To change an existing item, in the text box, delete the existing text and enter the new value.
3. To add an item to your selection list:
  - a. Do one of the following:

**NOTE:** The values will display in the order that they appear in the list on this screen.

    - To add an item after the last item in the list, click **Add Item**.
    - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**.
  - b. Enter a value in the text box of the added item.
4. To delete an item, click its *Delete* icon.
5. To change the order of the list:
  - To move an item above another item:
    - a. Next to the item you want to move, select the check box.
    - b. In the row for the item above which you want to insert the selected item, click the *Insert Selected Items Above* icon.
  - To move an item to the bottom of the list:
    - a. Next to the item that you want to move, select the check box.
    - b. In the bottom row, click the *Insert Selected Items Below* icon.
6. Click **Save**.

## Editing Schemes for Letter Grade Columns

For letter grade columns, you can modify the numerical ranges that determine the letter grade.

1. From the *Grade Book* screen, locate the letter grade column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon.
2. Do one of the following:
  - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
  - To create a custom letter grade scheme:

- i. Under *Grade*, enter a letter value for each letter grade in your scheme.
- ii. Under *Range*, enter the upper range for each letter grade.

**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

- iii. If you need to add a letter grade:
    - i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears
    - ii. Under *Grade*, enter a letter value for the letter grade.
    - iii. Under *Range*, enter the upper range for the letter grade.
  - iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.
  - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
3. Save your letter grade scheme:
- To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Renaming Columns

You can rename any column except for the following:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course.

**NOTE:** To rename these columns, go to the applicable tool and edit the item's name.

- *SCORM* grade columns

**IMPORTANT:** If you rename a numeric or calculated column that you have referenced in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.

1. From the *Grade Book* screen, locate the column that you want to rename and click its name.
2. In the *New Value* text box, enter the new column name.
3. If you are renaming an alphanumeric, letter grade, selection list, or text column, click **Save**.
4. If you are renaming a numeric or calculated column:
  - a. Click **Save**.
  - b. Click **OK**.

## Setting Column Alignment

You can set the alignment of the values displayed for any column as left, centered, or right.

1. From the *Grade Book* screen, do one of the following:
  - To set alignment for one column, locate the column and, in its *Alignment* row, click **L**, **C**, or **R**, to select left, center, or right justification, respectively. The selected value appears in bold, indicating the current alignment.
  - To set the same alignment for several columns:
    - a. In the table heading row, for each column that you want to set the same alignment, select the check box.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for the selected columns.
  - To set the same alignment for all columns:
    - a. Next to *Select All/None*, select the check box. All columns are selected.
    - b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for all columns.

## Setting Column Decimal Display

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine how many decimal places are displayed for column values. Decimals can be displayed to 0, 1, 2, or 3 places.

**EXAMPLE:** For a calculated column, you can set the decimal display to 0 decimal places so that column values are displayed as whole numbers.

1. From the *Grade Book* screen, do one of the following:

- To set the decimal display for one column:
  - a. Locate the column and in its *Decimals* row, click the current value. The *Edit Column Value* pop-up window appears.
  - b. From the *New Value* drop-down list, select the new number of decimal places.
  - c. Click **Save**. The pop-up window closes and the decimal display is updated.
- To set the same decimal display for multiple columns:
  - a. In the table heading row, for each column that you want to set the decimal display, select the check box.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want the selected columns to display and click the *Go* icon. The decimal display for each column is updated.
- To set the same decimal display for all columns:
  - a. Next to *Select All/None*, select the check box. All columns are selected.
  - b. From the *Decimals* drop-down list, select the number of decimal places that you want all columns to display and click the *Go* icon. The decimal display for all columns is updated.

## Setting Column Maximum Value

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine a maximum value. After you enter a maximum value, the column displays *out of #* next to its name.

**EXAMPLE:** For a quiz column, you can set the maximum value at 60, so it is apparent that the displayed values for that column are out of 60.

1. From the *Grade Book* screen, locate the column that you want to change, and in its *Maximum Value* row, click the current value..
2. In the *New Value* text box, enter the maximum value and click **Save**.

## Setting Columns as Grade-Related

Columns in *Grade Book* contain a setting that indicates whether the column contains grade information or not. Grade-related columns can be released to Students while non-grade-related columns cannot.

Some grade-related columns are created automatically by the following tools:

- *Assignments*
- *Assessments*

- *Discussions*
- *SCORM*

You cannot make the following columns grade-related:

- *First Name*
- *Last Name*
- *User ID*
- *Role*

1. From the *Grade Book* screen, do one of the following:
  - To set one column as grade-related, locate the column and, in its *Grade Column* row, click *No*. The value is updated to *Yes*, indicating it is a grade-related column.
  - To set multiple columns as grade-related:
    - a. In the table heading row, for each column that you want to set as grade-related, select the check box.
    - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. The selected columns are converted to grade-related columns.
  - To set all columns as grade-related:
    - a. Next to *Select All/None*, select the check box. All columns are selected.
    - b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. All columns that are eligible to be grade-related are converted to grade-related columns.
2. The *Grade Book* screen refreshes and each selected column is updated.

## Setting Columns as Released to Students

*Grade Book* allows you to determine which columns Students see in their *My Grades* channel in *My Blackboard* and in their my *My Grades* tool. When a grade column is released to Students, each Student will see only their value, not all Students' values.

- NOTE:**
- Students can only see grade-related columns. If you release columns that are not grade-related, Students will not see them.
  - You cannot release *SCORM* grade columns to Students.

1. From the *Grade Book* screen, do one of the following:
  - To release one column, locate the column and, in its *Released to Student* row, click *No*. The value is updated to *Yes*, indicating it is released to Students.
  - To release multiple columns:

- a. In the table heading row, for each column that you want to release, select the check box.
  - b. Click **Release**. The *Grade Book* screen refreshes and the selected columns are released to Students.
- To release all columns:
    - a. Next to *Select All/None*, select the check box. All columns are selected.
    - b. Click **Release**. The *Grade Book* screen refreshes and all columns are released to Students.

## Setting Column Statistics as Released to Students

*Grade Book* lets you specify whether you want to release statistics for the item in a numeric or calculated column. For example, you may want to release the average score for an assignment to Students. You can also specify to release more detailed statistics.

**IMPORTANT:** You can only release statistics for numeric and calculated columns.

1. From the *Grade Book* screen, do the following:
  - a. For each column you want to release statistics for, in its *Release Statistics* row, click the current value. The *Edit Column Value* pop-up window appears.
  - b. From the *New Value* drop-down list, select an option:
    - To only release the average score, select *Average Only*.
    - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

## Deleting Columns

### For Template Designers

You can only delete columns that contain the *Delete* icon in the *Actions* toolbar. You cannot delete the following columns:

- *First Name*
- *Last Name*

- *User ID*
- *Role*
- *Midterm*
- *Final*
- columns automatically created when a new assignment, gradable discussion topic, survey or quiz is added to the course

**NOTE:** To delete these columns, go to the applicable tool.

- *SCORM* grade columns
1. From the *Grade Book* screen, do one of the following:
    - To delete one column, above the column you want to delete, click its *Delete* icon.
    - To delete multiple columns:
      - a. Above each column you want to delete, select the check box.
      - b. Click **Delete**.
    - To delete all columns:
      - a. Next to *Select All/None*, select the check box.
      - b. Click **Delete**.
  2. Click **OK**.

## ABOUT THE GRADE BOOK TABS

### For Section Instructors

### About the Grades Tab

The *Grades* tab allows you to view, enter, or override values for all grade-related columns for all Students and Auditors in your course. The following columns appear in the *Grades* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a

column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.

## About the Members Tab

The *Members* tab allows you to view, enter, or override values for non grade-related, member information for all Students and Auditors in your course. The following columns appear in the *Members* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the View All Tab

The *View All* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. All columns appear in the *View All* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the Custom View Tab

The *Custom View* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. You can hide columns you do not need to see to create your own, unique view of the *Grade Book*. The following columns appear in the *Custom View* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

**NOTE:** Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

## About the SCORM Grades Tab

The *SCORM Grades* tab allows you to view grades for gradable SCORM modules in your course. The following columns appear in the *SCORM Grades* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- SCORM grade-related columns: columns that have been automatically added for gradable SCORM modules

## LOCATING GRADE BOOK CONTENT

### For Section Instructors

### Finding Members

As some courses can potentially grow to thousands of members, you can search for and display only certain members in the *Grade Book* tabs. You can find members of selected roles, groups, or courses. Or, you can perform a more advanced search to find specific members.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Find Members**.

3. Do one of the following to find members:

- To find members of selected roles, groups or courses:
  - a. Under *Column*:
    - To display members of certain roles, select the *Roles* check box.
    - If you have added members to groups and want to display group members, select the *Groups* check box.
    - If you are working in a cross-listed course and want to display members according to the course they were originally enrolled in, select the *Courses* check box.
  - b. Under *Condition*, for the appropriate row, select *contain*.
  - c. Under *Value*, for the appropriate row, select the roles, groups, or courses whose members you want to find.

**TIP:** You can select multiple roles:

- To select consecutive items in the list, hold the `Shift` key while selecting the items.
  - To select non-consecutive items in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the items.
- To find specific members:
    - a. Under *Column*, from the drop-down list, select the data column on which you want to search.
    - b. Under *Condition*, from the second drop-down list, select a comparison function.
    - c. Under *Value*, in the text box, enter a text value that will be compared to member values for the selected data column.

**NOTE:**

- The value is case-sensitive.
- You can also use wildcard characters, such as, \* or ?.

- d. To add additional criteria, click **Add Criteria**.

**TIP:** You can enter role and group criteria as already described to further limit the number of displayed members.

4. Click **Run Query**.

5. To return to displaying all members, click **Grade Book Options** and click **Show All Members**.

## Freezing and Unfreezing Name Columns

You can choose whether or not you want the *Last Name* and *First Name* columns in all *Grade Book* tabs

to be frozen. When the *Last Name* and *First Name* columns are frozen, they remain locked in the same position while you scroll horizontally through adjacent columns. This allows you to keep track of members when viewing *Grade Book* tabs with numerous columns.

1. From any of the *Grade Book* tabs, click **Grade Book Options**.
2. Click **Freeze Columns** or **Unfreeze Columns**.

## Highlighting Rows

You can highlight rows in *Grade Book* tabs. This allows you to maintain focus on select rows across all columns.

From the *Grades*, *Members*, *View All*, *Custom View*, or *SCORM Grades* tab, do one of the following:

- To highlight rows, locate the rows and click anywhere in each row except on values that can be edited.
- To remove highlighting from rows, locate the highlighted rows and click anywhere in each row except on values that can be edited.

## Sorting Members

If a column title is underlined, you can sort members by that column. An arrow appears next to the column title by which members are currently sorted. An arrow pointing up indicates members are sorted in ascending order (1 to 10, A to Z); an arrow pointing down indicates members are sorted in descending order (10 to 1, Z to A).

From any of the *Grade Book* tabs, click the *Action Links* icon for the column by which you want to sort members and from the menu that appears, click **Sort Column**. If members were not previously sorted by this column, they are now sorted in ascending order. If members were previously sorted by this column, they are now sorted in the reverse order.

## Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also use the *Paging Preferences* feature to set the number of items to appear on each page. The default is ten and the maximum is 9999 items per page, although it is recommended that you do not

exceed 999 items per page.

**NOTE:** In *Grade Book* and *Group Manager*, this feature is available on multiple screens. When you set the paging preference on a particular screen in these tools, it is applied as the default on all the screens where this feature is available.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

**NOTE:** You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means that page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon.
  2. Enter the number of items to appear on each page and click **OK**.

## WORKING WITH MEMBERS

### For Section Instructors

### Enrolling Members

Depending on administrator settings, this feature may not be available to you.

You can enroll users in your course for whom user records have already been created. After users are enrolled in your course, they are referred to as members. With *Grade Book*, you can only enroll one user at a time.

You must know the user names of the members you want to enroll. Existing users can be enrolled in the following roles:

- Auditor
- Student

- Teaching Assistant
- Section Designer

**NOTE:** Depending on administrator settings you may not be able to enroll users in some of the above roles.

1. From the *Grades, Members, View All*, or *Custom View* tab, click **Enroll Members**.
2. Enter the user name.
3. Under *Assign roles*, select the role in which you want the user to be enrolled.

**IMPORTANT:** The only roles in which users can be concurrently enrolled are Section Designer and Teaching Assistant.

- Auditor: can access course content, complete assignments and assessments, but does not receive a final grade.
  - Student: can access course content, complete assignments and assessments, and is assigned a final grade.
  - Teaching Assistant: can grade assignments and assessments and participate in discussions.
  - Section Designer: can create, edit, and delete all course content, communication tools, and assignments and assessments.
4. Click **Enroll**.

**NOTE:** At this point, the member is not yet enrolled. The members listed under *Members Enrolled* are queued to be enrolled.

5. If you want to remove members from the *Members Enrolled* queue list:
  - a. Select the members and click **Unenroll**.
  - b. Click **OK**.
6. Click **Save**.
7. Click **OK**.

## Importing Data from Spreadsheet

You can import data from a spreadsheet that contains grades or other information. You can import the data to existing columns or create new columns during the import process.

**NOTE:** All new columns created during import are created as text columns. If you want imported columns to be alphanumeric, calculated, letter grade, numeric, or selection list, you must create them first in *Grade Book*. During import you can match the *Grade Book* columns

you created to the columns in your imported file.

You must create a comma-delimited or tab-delimited text file containing the information you want to add. The first row of the text file must contain the field names and the remaining rows must contain the user records. Text files can be created by exporting a tab's data to a spreadsheet file and editing it in a spreadsheet application before import.

**IMPORTANT:** Your text file must contain a *User Name* field and the user names for each member whose data you are importing.

1. From the *Grades, Members, View All, or Custom View* tab, click **Import from Spreadsheet**.
2. Click **Browse**.
3. Locate and select the file you want to import.
4. From the *Separator* drop-down list, select the character that separates column data in your file.
5. From the *Character Set* drop-down list, select the character set used by your spreadsheet.
6. Click **Upload**. The following appears:
  - Under *Import Column*, the field names from your text file
  - Under *Match*, a check mark indicates the fields that match existing *Grade Book* data columns
  - Under *Grade Book Column*, for matched fields, the data column that matches your text file field
  - Under *Data Preview*, the various user values for that field
7. In the row that represents the user name field in your file, select *User Id* from the drop-down list under *Grade Book Column*. The User Id column is a required column for matching purposes only and will not be imported.
8. Check that the remaining fields from your text file are matched to data columns. If necessary, under *Grade Book Column*, from the drop-down list, do one of the following:
  - To select a data column to which to import the data, select the column.
  - To create a new data column for the data, select *Add as new column*.
  - If the data is not important and you do not wish to import it, select *Do not import*.
9. Click **Import**.

## Sending Mail to Members

You can send mail messages to members from the *Grades, Members, View All, or Custom View* tab. This feature is useful for contacting select Students about grades.

*Mail* must be enabled and added to *Course Tools*.

1. From the *Grades, Members, View All, or Custom View* tab do one of the following:
  - To send a message to one member, locate the member and, under *Last Name*, click the member's *PeopleLinks* icon.
  - To send a message to multiple members, select the members.
  - To send a message to all members currently displayed, in the table heading row, select the check box.
2. Click **Send Mail**.
3. Compose and send your message.

## Granting or Denying Access

Members are granted access to a course when they are first added to that course. You can deny access to certain members and grant those members access again at a later time. When members are denied access, they will see the link to that course in the *Course List* channel of their *My Blackboard*. However, if they click the link, they receive a message, notifying them that their access has been denied.

**EXAMPLE:** You may want to deny access to members with outstanding bills. After the bill is no longer outstanding, you can grant access to the course.

From the *Grades, Members, View All, or Custom View* tab, do one of the following:

- To grant or deny access to one member:
  - a. Locate the member and, under *Last Name*, click the *PeopleLinks* icon.
  - b. Click **Grant Access** or **Deny Access**.
- To grant or deny access to multiple members:
  - a. Next to each member, select the check box.
  - b. Click **Grant Access** or **Deny Access**.
- To grant or deny access to all members:
  - a. In the table heading row, select the check box.
  - b. Click **Grant Access** or **Deny Access**.

## Exporting Data to Spreadsheet

Member information can be exported as a comma-delimited or tab-delimited text file. You can export all column information, except formulas for calculated columns. The data that you can export is determined

in part by the tab from which you commence the export.

1. From the *Grades, Members, View All, or Custom View* tab, do one of the following:
  - To export all member data, click **Export to Spreadsheet**. The *Export to Spreadsheet* screen appears.
  - To export selected members' data, next to each member that you want to export, select the check box and click **Export to Spreadsheet**.
2. If you did not select members to export in step 1, proceed to step 4.
3. If you selected members to export in step 1, under *Members to Export*, do one of the following:
  - To export the selected members, ensure that *Selected members* is selected.
  - To export all members instead of the members you selected in step 1, select *All members*.
4. Under *Columns to Export*, do one of the following:
  - To export the information contained in the data columns that appear in the tab from which you initiated the export, select *Visible columns*.
  - To export the information contained in all data columns that have been defined for this course, select *All columns*.
5. Under *Select Export Format*, do one of the following:
  - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
  - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
6. Under *Select Character Set*, select the character set that works best with your spreadsheet application for your language.
7. Click **Export**.
8. Download the file.

## Unenrolling Members

You can unenroll members from a course. The user retains their user name and can access their *My Blackboard* and other courses in which they are enrolled, but they will no longer have access to your course.

If you unenroll a Student, their grade information remains in *Grade Book*. You can hide their grade information by using the *Hide Unenrolled Member Data* option. For more information, see *Hiding and Showing Grade Information for Unenrolled Members*.

**NOTE:** The demo Student cannot be removed from *Grade Book*.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, do one of the following:
  - To unenroll one member:
    - a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
    - b. Click **Unenroll Member**. A confirmation message appears.
  - To unenroll multiple members:
    - a. Next to each member you want to remove, select the check box.
    - b. Click **Unenroll**. A confirmation message appears.
  - To unenroll all members:
    - a. In the table heading row, select the check box. All members are selected.
    - b. Click **Unenroll**. A confirmation message appears.
2. Click **OK**. The members are unenrolled.

## Hiding and Showing Grade Information for Unenrolled Members

The grade information for unenrolled members remains in *Grade Book*. However, you can specify to hide the grade information for unenrolled members. Alternatively, if the grade information for unenrolled members is hidden, you can make it viewable again.

**NOTE:** Only Section Instructors can unenroll course members.

From any of the *Grade Book* tabs, do one of the following:

- To hide the grade information for unenrolled members:
  - a. Click **Grade Book Options**.
  - b. Click *Hide Unenrolled Member Data*.
- To show the grade information for unenrolled members:
  - a. Click **Grade Book Options**.
  - b. Click *Show Unenrolled Member Data*.

## WORKING WITH COLUMNS

## For Section Instructors

### Creating Columns

#### Creating Alphanumeric Columns

You can create your own data columns for *Grade Book* to enter specific types of information. An alphanumeric column allows you to enter a short string of text or numbers.

**EXAMPLE:** Use an alphanumeric column to enter Student campus registration numbers that contain both letters and numbers.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
  - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Click **Create Column**.
    - b. Click *Alphanumeric*.
  - To create the column from the *Column Settings* screen:
    - a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
    - b. Click *Column Settings*.
    - c. Click **Create Column**.
    - d. Click *Alphanumeric*.
2. In the *Column label* text box, enter the column name.
3. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
4. If the column will contain grade data, select *Grade-related column*.
5. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
6. Click **Save**.

## Creating Calculated Columns

You can create your own columns for *Grade Book* to enter specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz or assignment columns.

**EXAMPLE:** Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:  

$$\text{AVG}\{ [\text{Quiz1}] , [\text{Quiz2}] , [\text{Quiz3}] , [\text{Quiz4}] \}.$$

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Click **Create Column**.
      - ii. Click *Calculated*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Calculated*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  - e. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.
 

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.
  - f. If the column will contain grade data, select *Grade-related column*.

- g. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
- h. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

- i. Click **Save**.

2. Create a formula for the calculated column:

- a. Do one of the following:
  - If you created your calculated column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - i. Locate the calculated column and click its *ActionLinks* icon.
    - ii. From the menu that appears, click **Edit Column Formula**.
  - If you created your calculated column from the *Column Settings* screen, locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon.
- b. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

**IMPORTANT:** This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

- c. Create the formula:

**NOTE:** You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), **\*** (multiply), or **/** (divide) buttons.
- To nest an argument:

**NOTE:** You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do

not, you will not be able to save the formula.

- i. To open a nested argument, click the **Left Parenthesis** button.
  - ii. Enter the argument.
  - iii. To close the argument, click the **Right Parenthesis** button.
- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value will appear as a running total.

Running totals are italicized and appear in parenthesis. After there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

**NOTE:** A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

**NOTE:** You can add the following four functions to your formula:

- SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.
- i. At a valid point in the formula, click the function button.
  - ii. Enter the function's first argument.
  - iii. To enter another argument, click **Enter Another Value**.
  - iv. To complete the function, click **End Function**.
- To clear the last entry, click **Undo**.
  - To clear the entire formula, click **Clear All**.

3. Click **Save**.

## Creating Grading Form Columns

You can create your own columns for *Grade Book* to enter specific types of information. A grading form column will display the numeric result of a grading form that you created.

**EXAMPLE:** Use a grading form column to record grades for an assignment or discussion topic graded using a grading form.

All grading form columns that you create are automatically added to the *View All* and *Custom View* tabs, as well as the *Grades* tab.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab or from the *Column Settings* screen, click **Create Column**.
2. Click **Grading Form**.
3. In the *Column label* text box, enter the column name.
4. From the *Alignment* drop-down list, select the alignment (left, right, or center) for the content of the column.
5. Select the grading form:
  - a. Click **Select Grading Form**, and select the form.
 

**TIP:** To view the form, click its title.
  - b. Click **Select**. The *Maximum value* for the grading form now appears.
6. From the *Decimals* drop-down list, select the number of decimal places to be used for the numeric values in this column.
7. Select whether the column is grade-related:
  - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs, select *Grade-related column*.
  - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs, clear the *Grade-related column* check box.
8. If you want to allow Students to view their grade in the *My Grades* tool, select *Released to Student*.
9. Click **Save**.

## Creating Letter Grade Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *letter grade* column displays a letter grade for each Student, based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

**EXAMPLE:** Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Click **Create Column**.
      - ii. Click *Letter grade*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Letter grade*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If the column will contain grade data, select *Grade-related column*.
  - e. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - f. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.
  - g. Click **Save**.
2. If you want to view or edit the numerical ranges that determine letter grades (the letter grade scheme):
  - a. Do one of the following:
    - If you created your letter grade column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Locate the letter grade column and click its *ActionLinks* icon.
      - ii. Click **Edit Column Letter Grade Scheme**.
    - If you created your letter grade column from the *Column Settings* screen, locate the letter grade column and, in its *Actions* row, click the *Edit Column Letter Grade Scheme* icon.
  - b. Do one of the following:
    - To populate the letter grade scheme with the current default letter grades and ranges, click

### Use Default Scheme.

- To create a custom letter grade scheme:
  - i. Under *Grade*, enter a letter value for each letter grade in your scheme.
  - ii. Under *Range*, enter the upper range for each letter grade.  
**EXAMPLE:** If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an *A* will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.
  - iii. If you need to add a letter grade:
    - i. Select the row below which you want to insert the new grade and click **Add Grade**.
    - ii. Under *Grade*, enter a letter value for the letter grade.
    - iii. Under *Range*, enter the upper range for the letter grade.
  - iv. If you want to delete a row, click its *Delete* icon.
  - v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
- c. Save your letter grade scheme:
  - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**.
  - To save the letter grade scheme for this column only, click **Save**.

## Creating Numeric Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *numeric* column can contain only numeric values.

**EXAMPLE:** Use a numeric column to manually enter scores for an assessment.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
  - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
    - a. Click **Create Column**.
    - b. Click *Numeric*.
  - To create the column from the *Column Settings* screen:

- a. From the *Grades, Members, View All*, or *Custom View* tab, click **Grade Book Options**.
  - b. Click *Column Settings*.
  - c. Click **Create Column**.
  - d. Click *Numeric*.
2. In the *Column label* text box, enter the column name.
  3. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  4. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
  5. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

**NOTE:** With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

6. Determine whether the column is grade-related or not:
  - If you want the column to appear in the *Grades, View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
  - If you want the column to appear in the *Members, View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.
7. If you chose to make your column grade-related, determine whether the column is released to Students or not:
  - If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - If you want the column to appear only in the *Grade Book*, clear the *Released to Student*.
8. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
  - To only release the average score, select *Average Only*.
  - To release detailed statistics, select *All*.

**NOTE:** When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

9. Click **Save**.

## Creating Selection List Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

**EXAMPLE:** Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
  - a. Do one of the following:
    - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Click *Selection List*.
    - To create the column from the *Column Settings* screen:
      - i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**.
      - ii. Click *Column Settings*.
      - iii. Click **Create Column**.
      - iv. Click *Selection List*.
  - b. In the *Column label* text box, enter the column name.
  - c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
  - d. If the column will contain grade data, select *Grade-related column*.
  - e. If you want the column to appear for Students in their *My Grades* tool, select *Released to Student*.
  - f. Click **Save**.
2. Create values for the selection list:
  - a. Do one of the following:
    - If you created your selection list column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
      - i. Locate the selection list column and click its *Action Links* icon.
      - ii. Click **Edit Column Select List**.
    - If you created your selection list column from the *Column Settings* screen, locate the selection list column and, in its *Actions* row, click the *Edit Column Selection List* icon.
  - b. In the text box, enter the first value that you want to appear in the list.