1

00:00:11,888 --> 00:00:17,008

hello there and welcome to this video on working with a grade centre in Blackboard.

2

00:00:17,008 --> 00:00:22,808

first of all. I've gone to blackboard to vle.dmu.ac.uk.

3

00:00:22,808 --> 00:00:28,028

and I've gone onto a module shell. to access the grade centre in Blackboard I'm going to move my mouse down to the

4

00:00:28,028 --> 00:00:33,228

left under course management. and I'm going to click on the grade centre.

5

00:00:33,228 --> 00:00:38,228

we'll then get some options for this tutorial. I'm going to click on full grade centre.

6

00:00:38,228 --> 00:00:43,948

so that we can see the entire picture of the grade centre as we would do

7

00:00:43,948 --> 00:00:49,728

So first of all a quick overview of the grade centre. Obce we're in here we have a number of

8

00:00:49,728 --> 00:00:54,988

buttons across the top here. we have a create column, create calculated column, manage and

9

00:00:54,988 --> 00:01:00,408

reports. it's using these buttons where we can tell the grade centre

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00:01:00,408 --> 00:01:06,228

how we want it to work. We can hide things from ourselves and we can also start

11

00:01:06,228 --> 00:01:11,409

to add and remove columns manually. underneath that we have what we might call

12

00:01:11,409 --> 00:01:16,429

the matrix of the grade centre there. we have student ID's, user names and by

13

00:01:16,429 --> 00:01:22,729

default we have the last access column availability, weighted total and total.

14

00:01:22,729 --> 00:01:27,989

as we'll see when we start to create columns in here as part of the video tutorial

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00:01:27,989 --> 00:01:33,189

this view will build toward the right hand side here as we add columns in.

16

00:01:33,189 --> 00:01:38,309

Once we have some content in here we're then gonna talk through how we might use the weighted total column.

17

00:01:38,309 --> 00:01:43,589

how we might use the total column and also we're gona look at how we might export the grade centre

18

00:01:43,589 --> 00:01:49,109

using this work off line function over to the right hand side.

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00:01:49,109 --> 00:01:54,349

so let's look at creating a column first of all. we have two options

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00:01:54,349 --> 00:01:59,929

for creating a column. we can either create a column by using this button here or

21

00:01:59,929 --> 00:02:06,113

we can create a calculated column by hovering over this button choosing one of the options

22

00:02:06,113 --> 00:02:11,353

the first part of the demonstration is gonna create a column. so I'm gonna do a left click on this create

23

00:02:11,353 --> 00:02:16,433

column button and the first option I get is to give it a name or a column name. so I'm

24

00:02:16,433 --> 00:02:21,693

gonna call this guide column one because I'm creating

25

00:02:21,693 --> 00:02:26,893

a column as part of this video guide. I'm not going to worry about a grade centre name because

26

00:02:26,893 --> 00:02:32,033

I'm happy to have guide column one as being the identifier in the great centre.

27

00:02:32,033 --> 00:02:37,293

I can also pop a description in here if I wish students won't

28

00:02:37,293 --> 00:02:42,673

ever see this description. this is simply for our use as academic members of staff

29

00:02:42,673 --> 00:02:47,673

when we're working with the column. As I roll down the screen a little bit I have

30

00:02:47,673 --> 00:02:52,693

some options around the display. so my primary display. this is what will appear in

31

00:02:52,693 --> 00:02:57,813

the matrix and as I go to full grade centre. I can select any one of those displays there

32

00:02:57,813 --> 00:03:02,813

this particular column, I'm gonna leave it at score. I might be setting the column up

33

00:03:02,813 --> 00:03:07,891

for I don't know something that's handes in on paper maybe a portfolio of drawings or

34

00:03:07,891 --> 00:03:12,991

something like that I need to grade but I want to give that grade and feedback

35

00:03:12,991 --> 00:03:18,271

to the students electronically. so I'll leave that at score. Secondary

36

00:03:18,271 --> 00:03:23,271

display, I'm not going to change I'm gonna leave that at none. and I'm not gonna to put a category in for the

37

00:03:23,271 --> 00:03:28,291

moment. points possible, I'm goign to put a value of one hundred in there

38

00:03:28,291 --> 00:03:33,511

as with all components at DMU we should be marking on a scale of zero to one hundred regardless

39

00:03:33,511 --> 00:03:38,731

of how may per cent this component may be worth of my module

40

00:03:38,731 --> 00:03:45,011

again, when we get to the weighted total section we're gonna talk about how we make this column worth, or how we weight this column

41

00:03:45,011 --> 00:03:50,571

overall within the components of the module.

42

00:03:50,571 --> 00:03:55,691

I'm not going to add a due date in here because I want this column to be available now for my students to work

43

00:03:55,691 --> 00:04:00,791

with and to me to provide grades and feedback. what I'm going to do

44

00:04:00,791 --> 00:04:05,943

though is I'm going to leave Include This Column in Grade Centre Calculations, I'm going to leave

45

00:04:05,943 --> 00:04:10,963

the option there ticked as Yes. that will enable me to add in or out of the weighted total and total

46

00:04:10,963 --> 00:04:16,803

columns. however Show This Column to Students, I'm gonna make that a No.

47

00:04:16,803 --> 00:04:21,983

because until I've actually marked all of the submissions that I'm going to put into this column.

48

00:04:21,983 --> 00:04:28,503

I don't want my students to see the grade on a drip feed basis. I wanna release this all at the same time.

49

00:04:28,503 --> 00:04:35,523

now we'll click submit.

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00:04:35,523 --> 00:04:41,063

And as we can see we're back in the full grade centre view but we now have a new column here.

51

00:04:41,063 --> 00:04:47,783

If I hover over it it should pop up with the full name guide column one that is the column that I've just created

52

00:04:47,783 --> 00:04:53,163

the little pink no entry sign there, Column

53

00:04:53,163 --> 00:04:58,183

Not Visible to Users. that appears because I selected the option to

54

00:04:58,183 --> 00:05:03,443

show this colum to students as No. if I hadn't have done that my students would be able to see it in the My Grades view

55

00:05:03,443 --> 00:05:08,553

and this little no entry sign wouldn't be appearing

56

00:05:08,553 --> 00:05:13,753

So all I can do with this column, it's not linked to anything. all I can do with it is click on. maybe an attempt

57

00:05:13,753 --> 00:05:18,913

type a grade in and if I want to I

58

00:05:18,913 --> 00:05:23,993

can then perhaps click the edit icon next to the attempt, view the grade

59

00:05:23,993 --> 00:05:29,213

details and if I want to I can pop some feedback in here

60

00:05:29,213 --> 00:05:34,493

by editing the grade. There we go it gives me the option to edit the fifty that I put

61

00:05:34,493 --> 00:05:40,513

in there and I can put some feedback in there to my students

62

00:05:40,513 --> 00:05:45,973

or I can pop some grading notes in for maybe a second marker or maybe the external to see.

63

00:05:45,973 --> 00:05:51,373

ok so I'm going to save that and that is how we would create

64

00:05:51,373 --> 00:05:56,373

create a column in grade centre. and we can now

65

00:05:56,373 --> 00:06:01,573

see that those, we can now see that feedback and the grading notes are

66

00:06:01,573 --> 00:06:06,963

now appearing here in our staff view. so I'm gonna return to the grade centre

67

00:06:06,963 --> 00:06:12,743

and this time I'm going to create a calculated column

68

00:06:12,743 --> 00:06:18,143

Now, I'm going to create a minimum maximum column. this is the one that's most commonly used

69

00:06:18,143 --> 00:06:23,203

around the university. people use this in situations where they might

70

00:06:23,203 --> 00:06:28,543

have resit and they want Blackboard to pick up the highest grade that a student has submitted

71

00:06:28,543 --> 00:06:33,723

things like this and so that we can see where the student submitted

72

00:06:33,723 --> 00:06:40,163

the first time. what the grade was but we actually then take

73

00:06:40,163 --> 00:06:45,303

the maximum of the two submissions and get blackboard to return that in

74

00:06:45,303 --> 00:06:50,475

a minimum maximum column and that's the one that we then use for the overall calculation. so I'm gonna click

75

00:06:50,475 --> 00:06:55,575

on that option with the left button of the mouse. again

76

00:06:55,575 --> 00:07:01,775

we get to give it a name, so Guide Maximum Column.

77

00:07:01,775 --> 00:07:06,815

again I'm not really interested in giving it a separate name in the grade centre and we

78

00:07:06,815 --> 00:07:12,315

can put a description here. if we want to

79

00:07:12,315 --> 00:07:18,395

and then we'll have some similar options under here around the display etc.

80

00:07:18,395 --> 00:07:23,895

now the calcutated columns default to a percentage on the primary display but because this is

81

00:07:23,895 --> 00:07:30,095

essentially just gonna return the highest of two submissions. I'm going to go for score.

82

00:07:30,095 --> 00:07:37,635

because this will be a score out of one hundred points different

83

00:07:37,635 --> 00:07:43,295

options here. select columns, calculation type I'm gonna set it to maximum

84

00:07:43,295 --> 00:07:48,315

and instead of going for all grade columns I'm gonna select columns and categories. we then

85

00:07:48,315 --> 00:07:53,404

get an option in left hand side here to pick up the columns that we

86

00:07:53,404 --> 00:07:58,464

want this column to analyse and display the highest value from.

87

00:07:58,464 --> 00:08:03,484

so I'm gonna pick up the first column I created Guide Column One. pop that in and

88

00:08:03,484 --> 00:08:08,644

if I'd got maybe a resit column or something like that. I would also select it here and pop it over

89

00:08:08,644 --> 00:08:13,744

to the right hand side there.

90

00:08:13,744 --> 00:08:19,524

critically I'm going to change Calculate as a Running Total to No.

91

00:08:19,524 --> 00:08:24,524

Calculate as a Running Total, what this does is it makes Blackboard behave in different ways

92

00:08:24,524 --> 00:08:30,004

with regard to what we might call an indicative grade or their grade so far.

93

00:08:30,004 --> 00:08:35,424

so if we leave Calculate as a Running Total as Yes for any none submissions or blank submissions

94

00:08:35,424 --> 00:08:40,664

in the grade centre, Blackboard will ignore them and therefore the student will get what we might

95

00:08:40,664 --> 00:08:46,404

perceive to be an inflated average if we go for No as I have done on this example

96

00:08:46,404 --> 00:08:51,724

blackboard will use as a token zero value for any blank submissions and

97

00:08:51,724 --> 00:08:56,902

therefore the average will reflect that when we're looking at weightings and also

98

00:08:56,902 --> 00:09:02,322

calculated columns. Again, I'm going to include this column in the grade centre calculations

99

00:09:02,322 --> 00:09:09,102

because this is one I'm going to want my Weighted Total to pick up. I'm not gonna show this column to students

100

00:09:09,102 --> 00:09:14,442

we'll do a Submit and we can see

101

00:09:14,442 --> 00:09:20,062

again on the right hand side we have another column now, this is my Guide Maximum column

102

00:09:20,062 --> 00:09:25,062

and we can see here, the column that it's analysing. I put the

103

00:09:25,062 --> 00:09:30,082

fifty in for this particular student. my new column is picking that fifty up

104

00:09:30,082 --> 00:09:35,562

it's the maximum it can find on this row for this student and therefore

105

00:09:35,562 --> 00:09:40,682

it's replicating the fifty lovely. so what I'm going to

106

00:09:40,682 --> 00:09:47,682

do now is I'm gonna quickly create another column. I'm gonna call the next one Guide Column Two

107

00:09:47,682 --> 00:09:53,918

and then I'm going to show how to use the weighted total

108

00:09:53,918 --> 00:09:58,998

so having created Guide Column Two, the columns appear in the order in which we create

109

00:09:58,998 --> 00:10:04,118

them. so it now appears all the way to teh right hand side. Now I can change this if

110

00:10:04,118 --> 00:10:10,438

I go up to manage in the top here and then select column organisation.

111

00:10:10,438 --> 00:10:16,478

We'll get a further view that shows us a list of all the columns that we have in our grade centre.

112

00:10:16,478 --> 00:10:21,558

so these here, guide column one, guide column maximum and guide column two

113

00:10:21,558 --> 00:10:26,958

they're the three columns that we've been describing in the video. if I drag

114

00:10:26,958 --> 00:10:32,898

the four way arrow on Guide Column Two, move it up a space with the mouse and

115

00:10:32,898 --> 00:10:37,958

then click submit. we see now in

116

00:10:37,958 --> 00:10:43,538

the full grade centre view, Colum One followed by Column Two

117

00:10:43,538 --> 00:10:48,818

and then my maximum column. so just for completeness.

118

00:10:48,818 --> 00:10:53,872

I'm going to edit the settings on the Guide Maximum Column and I'm going to put

119

00:10:53,872 --> 00:10:59,652

a value in Guide Column Two for this student. so we can see it picking up the maximum of the two

120

00:10:59,652 --> 00:11:05,252

so first of all let's imagine that this is a resit for this student

121

00:11:05,252 --> 00:11:11,712

and they got eighty out of one hundred rather than fifty on their second attempt.

122

00:11:11,712 --> 00:11:18,232

now if I go to my Guide Column Maximum and do Edit Column Information.

123

00:11:18,232 --> 00:11:23,952

I can come back to the section in the settings where I'm

124

00:11:23,952 --> 00:11:28,952

picking the columns up as I did with the first one select Guide Column Two

125

00:11:28,952 --> 00:11:33,972

drop it into the right text. click Submit

126

00:11:33,972 --> 00:11:38,972

and we'll see now that this column is returning the eighty because this column is set

127

00:11:38,972 --> 00:11:44,792

to return the maximum it can see over these two columns. so it's essentially ignoring the fifty

128

00:11:44,792 --> 00:11:50,172

and returning the eighty. and it's that value

129

00:11:50,172 --> 00:11:55,454

that we're going to want to add into our Weighted Total because for example

130

00:11:55,454 --> 00:12:01,094

this particular component might only be worth forty per cent of the module

131

00:12:01,094 --> 00:12:06,214

so I'm going to create a third column now. so we've got some

132

00:12:06,214 --> 00:12:11,234

more content to work with with the Weighted Total. Ok so I've now created a third column

133

00:12:11,234 --> 00:12:16,394

called Guide Column Three this is available here. and you'll notice

134

00:12:16,394 --> 00:12:22,294

that this one doesn't have the pink no entry sign because I purposely want my students to see this column

135

00:12:22,294 --> 00:12:27,894

because it's through making the columns available or not available to students

136

00:12:27,894 --> 00:12:32,954

that they can pick up their grade and their feedback for that particular component. so in the real world

137

00:12:32,954 --> 00:12:38,494

I've essentially got two columns here for one component one for the first

138

00:12:38,494 --> 00:12:43,694

submission and one for the resit. and then I also have the maximum column returning

139

00:12:43,694 --> 00:12:48,734

the maximum across those two. this Guide Column Three in the real world - this is for

140

00:12:48,734 --> 00:12:53,778

a completely different component. so the students will need to see this

141

00:12:53,778 --> 00:12:59,338

column to pick their grades and feedback up and actually the students will need to see this column

142

00:12:59,338 --> 00:13:04,778

to pick their grades and feedback up for the first component whether it was their original submission or their resit.

143

00:13:04,778 --> 00:13:10,998

so to make this column available to students I'm going to click on the edit icon there

144

00:13:10,998 --> 00:13:16,038

and I'm going to come down to Hide from Students On Off and do a left click.

145

00:13:16,038 --> 00:13:21,318

and we'll see then that the little no entry sign disappears. so when the students log in and look at the My Grades view. they

146

00:13:21,318 --> 00:13:26,478

will see this components, Guide Column Three and they will see

147

00:13:26,478 --> 00:13:31,698

this component which is a maximum of these two columns.

148

00:13:31,698 --> 00:13:36,998

and again they'll be able to pick their grades and feedback up from here. however

149

00:13:36,998 --> 00:13:42,278

these components are not equally weighted on this module. Guide Column Three is worth seventy

150

00:13:42,278 --> 00:13:47,738

percent and the maximum

151

00:13:47,738 --> 00:13:52,831

over the submission and resit is worth thirty percent. end I'm now going to

152

00:13:52,831 --> 00:13:57,871

talk through how we express that in Blackboard. so

153

00:13:57,871 --> 00:14:02,971

the way we do this is in the Weighted Total Column here. I'm going to click on the edit icon and go for

154

00:14:02,971 --> 00:14:08,291

Edit Column information. now the Weighted Total

155

00:14:08,291 --> 00:14:13,771

always defaults to and I'm going to leave it at a percentage for the primary display

156

00:14:13,771 --> 00:14:20,191

because this is where students are gonna see the overall percent on the module so far or at the end.

157

00:14:20,191 --> 00:14:25,451

sorry, the indicative grade. clearly everything's indicative

158

00:14:25,451 --> 00:14:30,791

in Blackboard until it's been through the assessment boards etc. but yes we leave this as a per cent

159

00:14:30,791 --> 00:14:36,231

because overall students understand percentages and that's what we would do there.

160

00:14:36,231 --> 00:14:41,371

so as I roll down the screen a little bit we get a fairly familiar view here where we can actually pick columns

161

00:14:41,371 --> 00:14:46,571

up in the left and put them into the right. Now I know as I built these

162

00:14:46,571 --> 00:14:51,895

columns in the grade centre that this Guide Maximum Column, that is my first

163

00:14:51,895 --> 00:14:56,935

component. I'm gonna drop that over to the right hand side there. and I think we said that was worth thirty

164

00:14:56,935 --> 00:15:02,035

percent of the module. so I'll type thirty in come back to the left

165

00:15:02,035 --> 00:15:07,075

and pick up column number three. drop that across and I think we said

166

00:15:07,075 --> 00:15:12,095

that that would be worth the remaining seventy per cent. I'm not going to work with these two

167

00:15:12,095 --> 00:15:17,095

columns here - Guide Column One and Two because Guide Column Maximum

168

00:15:17,095 --> 00:15:22,415

is picking up the maximum across those two columns and therefore if I have them in to the Weighted

169

00:15:22,415 --> 00:15:27,675

Total as well it would skew the calculation. again we have a running total

170

00:15:27,675 --> 00:15:32,735

option hereI'm gonna change that to No simply because at the end of the year or

171

00:15:32,735 --> 00:15:38,055

end of the semester. if there are any none submissions blackboard would disregard them and students

172

00:15:38,055 --> 00:15:43,315

would get what might be perceived as being an inflated indicative grade.

173

00:15:43,315 --> 00:15:48,935

whereas changing that to a No tells them exactly where they are at that point in time.

174

00:15:48,935 --> 00:15:54,781

including any none submissions. I'm going to leave this column as shown to the students

175

00:15:54,781 --> 00:16:00,001

because this is where they're gonna see their percentage, their indicative grade for the module once

176

00:16:00,001 --> 00:16:05,801

both of the components are submitted, marked, feedback given and are in

177

00:16:05,801 --> 00:16:10,901

the grade centre. so we'll click Submit and we'll now see

178

00:16:10,901 --> 00:16:17,581

in our Weighted Total column here. for the student we're working with we have twenty four per cent. if

179

00:16:17,581 --> 00:16:24,041

we then pop a grade in to Guide Column Three. so we'll put another eighty in there.

180

00:16:24,041 --> 00:16:29,041

our Weighted Total moves to eighty per cent. however if I put a different value in

181

00:16:29,041 --> 00:16:34,261

here. if I for instance put fifty points in there then the Weighted

182

00:16:34,261 --> 00:16:39,401

Total goes up but it goes up by whatever

183

00:16:39,401 --> 00:16:45,301

seventy per cent of fifty points is over the respective thirty

184

00:16:45,301 --> 00:16:51,585

seventy weighting over these two columns. Ok

185

00:16:51,585 --> 00:16:56,785

last note on the columns and totals and things you'll notice here. we have a default

186

00:16:56,785 --> 00:17:01,785

Total Column. this column is tallying up the points from

187

00:17:01,785 --> 00:17:06,925

the columns that are in the grade centre. so at the minute it's showing

188

00:17:06,925 --> 00:17:12,225

one hundred and eighty. because it's picking up the fifty there the eighty there and the fifty there.

189

00:17:12,225 --> 00:17:17,525

we did not tell it to pick up our new maximum column. however

190

00:17:17,525 --> 00:17:22,565

the advice is with this column is to hide this from the students because

191

00:17:22,565 --> 00:17:28,805

this can be quite confusing. so for example this particular student from the submissions they've provided

192

00:17:28,805 --> 00:17:33,965

and the marks on those submissions they've got fifty nine per cent. that is

193

00:17:33,965 --> 00:17:40,145

really all the student needs to know. along with how many marks they have for each component.

194

00:17:40,145 --> 00:17:46,005

it's not adding any value to this student knowing that they've got a hundred eighty marks all

195

00:17:46,005 --> 00:17:51,023

across the piece. the fifty nine per cent is really what they're interested in so I'm going to

196

00:17:51,023 --> 00:17:57,903

click on the Edit icon on the Total Column come down to Edit Column Information

197

00:17:57,903 --> 00:18:03,943

and then down the bottom of the screen I'm going to change Show This Column to Students to No

198

00:18:03,943 --> 00:18:09,183

and then Submit. and at that point we get the little no entry sign

199

00:18:09,183 --> 00:18:14,203

here. so even though we can see that the student has got potentially one hundred and eighty points

200

00:18:14,203 --> 00:18:19,623

across the piece. the student will never see that all they will see in their view

201

00:18:19,623 --> 00:18:24,683

is that they scored fifty out of one hundred for this particular component eighty out of one hundred over the

202

00:18:24,683 --> 00:18:29,763

two submissions for that component and when the seventy thirty weighting is applied. that equates

203

00:18:29,763 --> 00:18:33,357

to fifty nine percent. thank you