

Quick Guide

Blackboard Learning Management System

Required Course Gradebook Settings



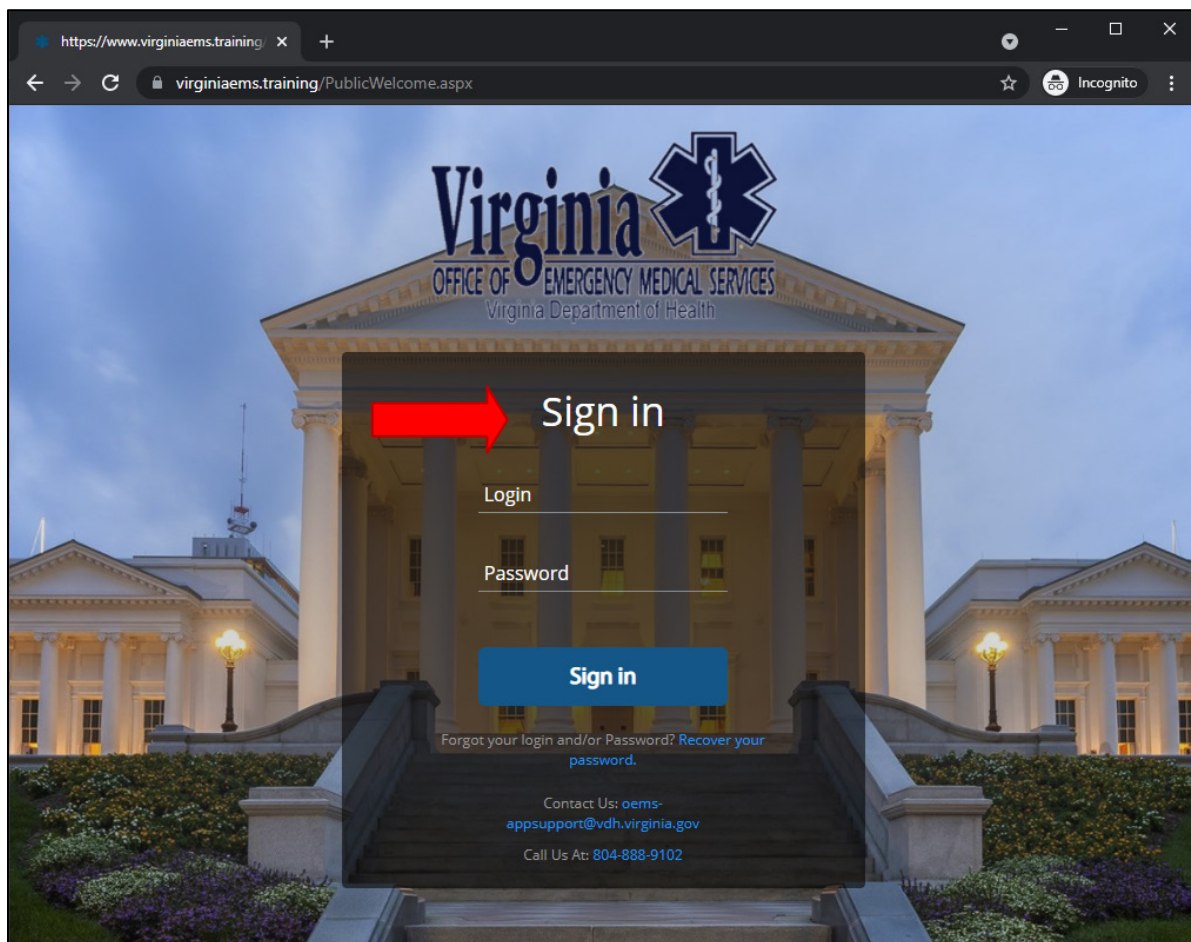
Blackboard: Required Course Gradebook Settings

The Virginia Office of EMS has adopted Blackboard as a statewide Learning Management System (LMS) for certified EMS providers and students.

This Quick Guide has been developed to ensure that educators make the correct settings for the gradebook in each course they offer on Blackboard. Gradebook settings are required in order to indicate to the system that the student has completed your course which will then free up a user license for another user. Each course enrollment equals a user license.

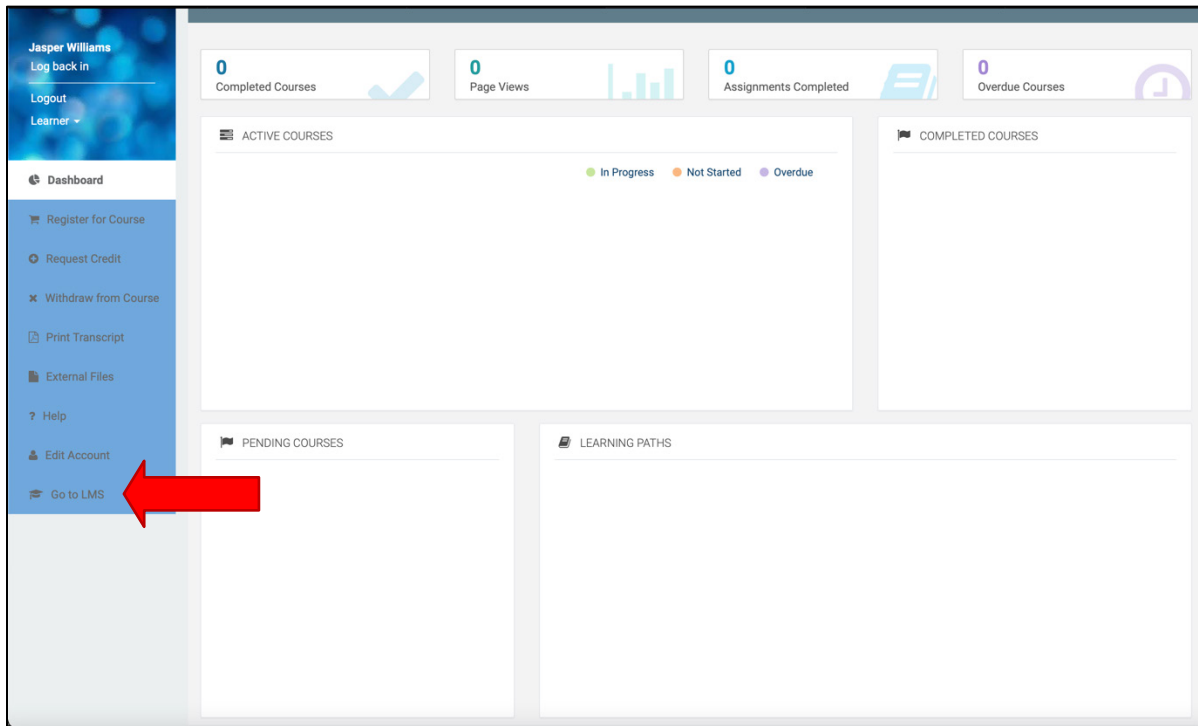
Step 1: Log Into Your Blackboard Account

1. Open your web browser and type the following URL into the address bar:
<https://www.virginiaems.training/>
2. Type in your certification number and your password to login.

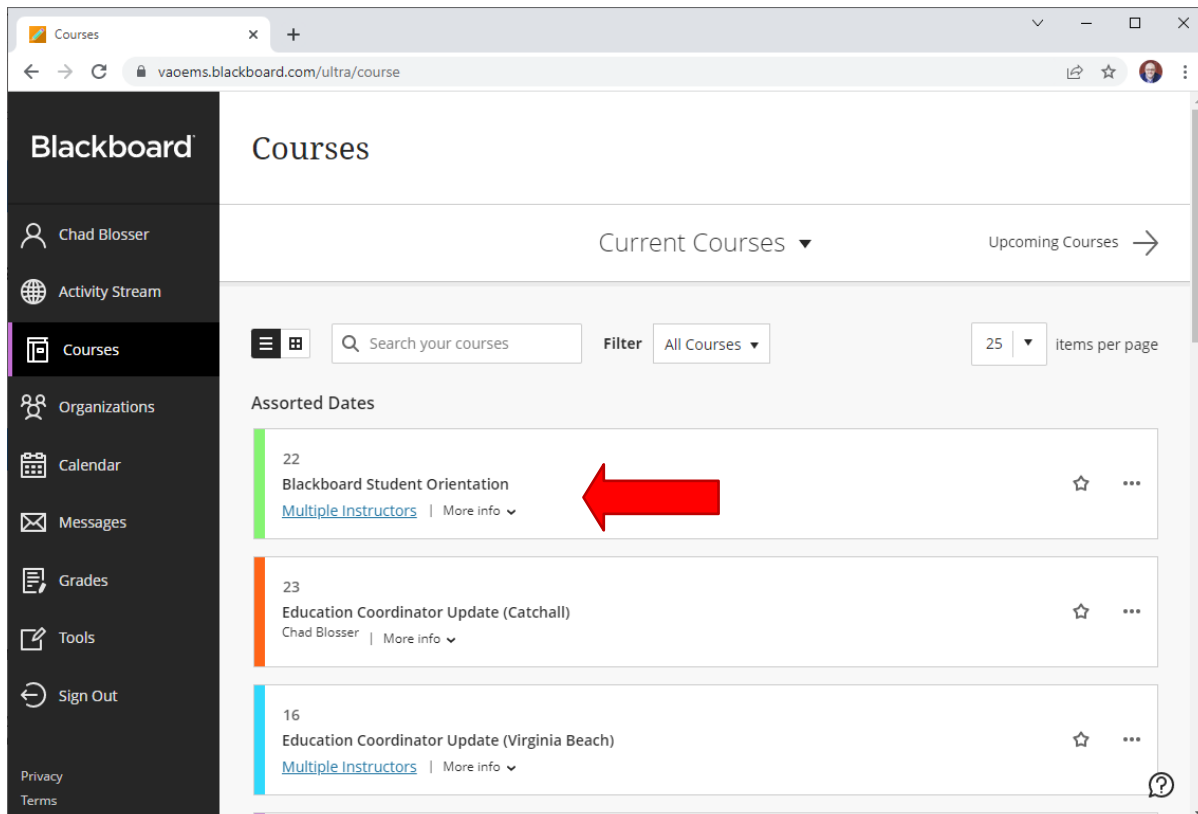


Step 2: Accessing Your Courses on Blackboard

1. Click **Go to LMS**, once the Genius dashboard has loaded. This will take you to your course that you have on Blackboard. Select **View your Content Page** next select Gradebook at the top of the page. This is where you will be able to develop your own rubric or download one for your use.

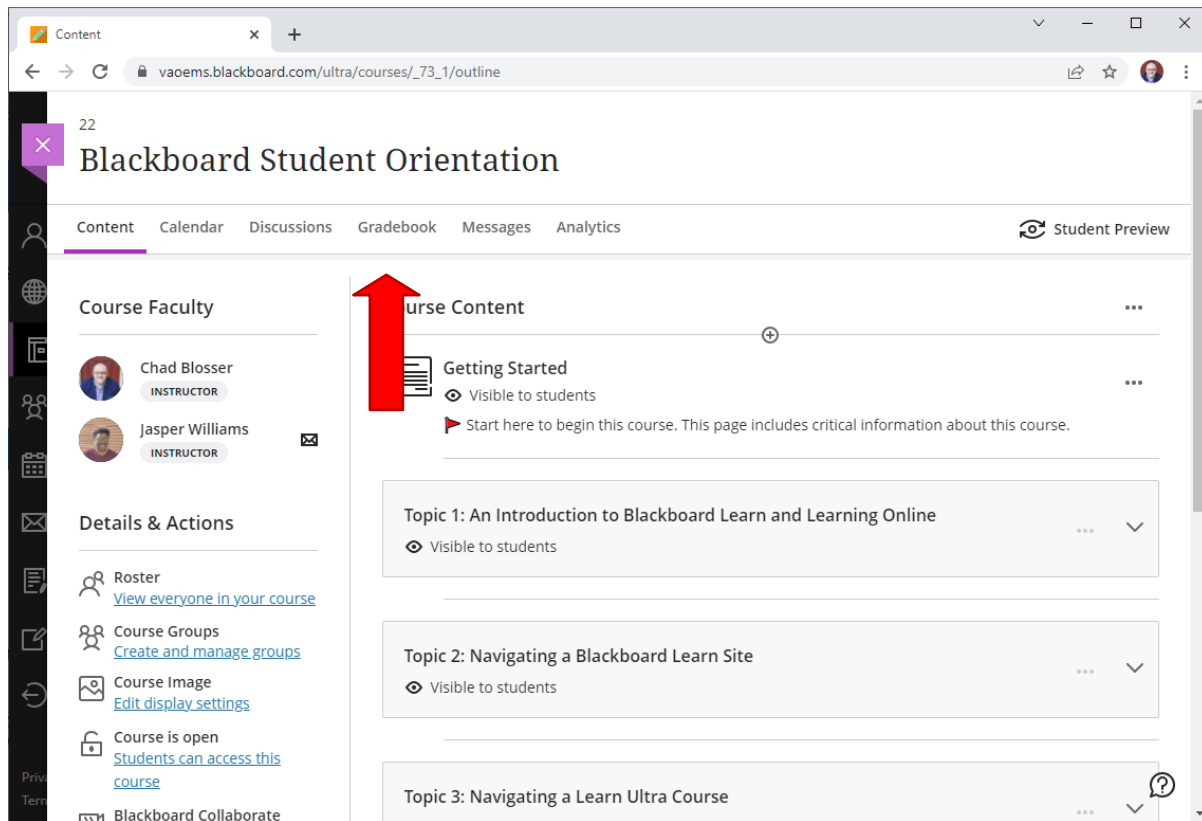


2. Click on the course name for the course you want to open.

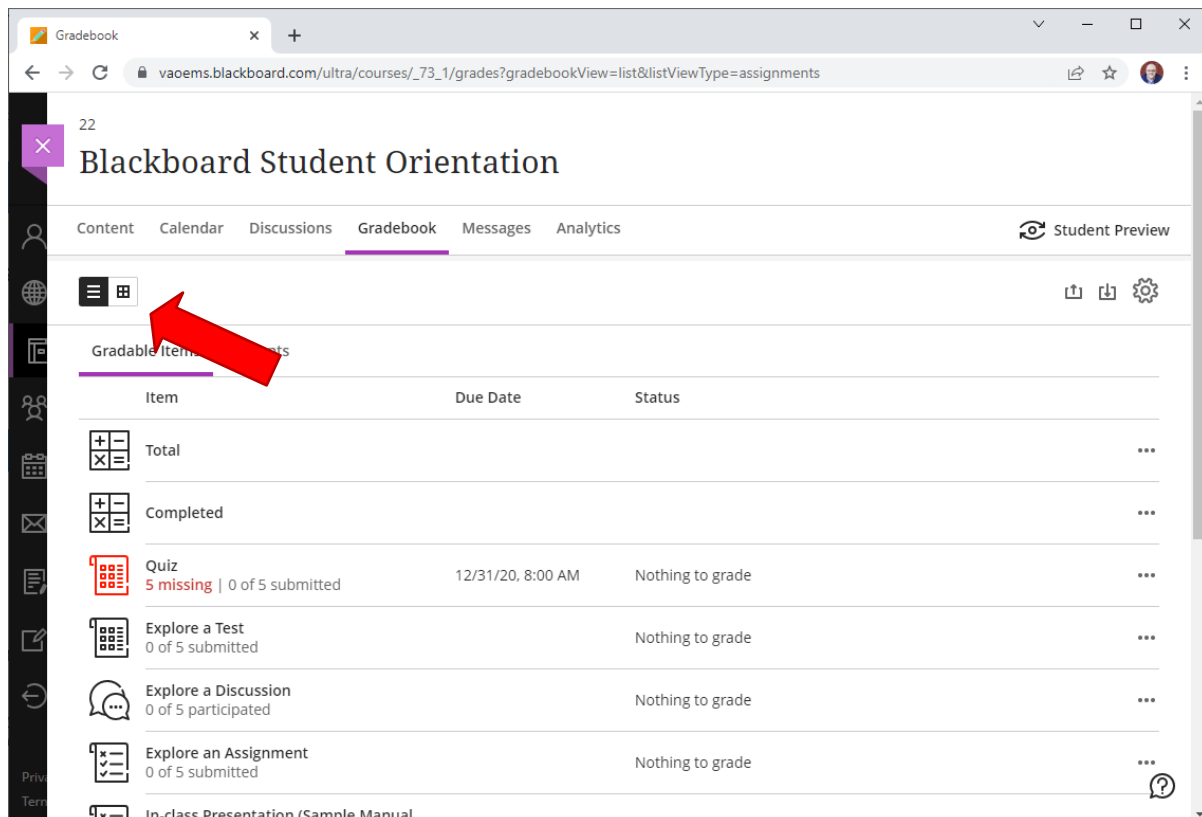


Step 3: Accessing the Gradebook

1. When your course loads, click on Gradebook to open your course gradebook.

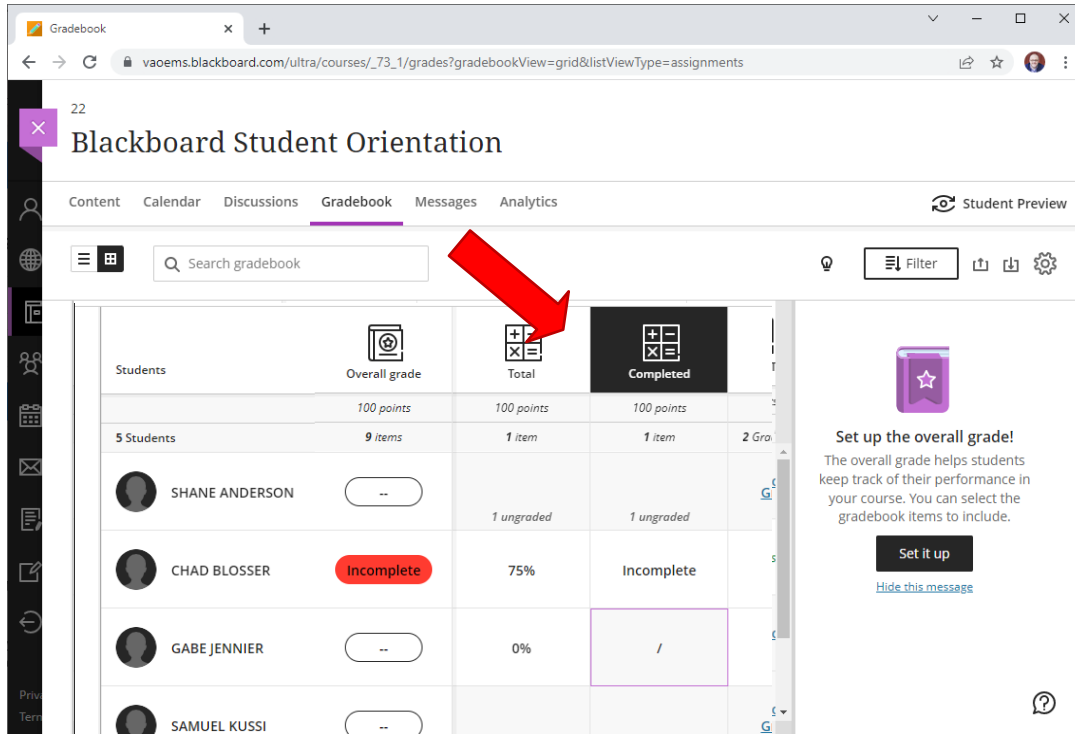


2. Click the cell icon to convert your gradebook to an easier to read Excel like format.



Step 4: Verifying Existence of "Completed" Column & Gradebook Setup

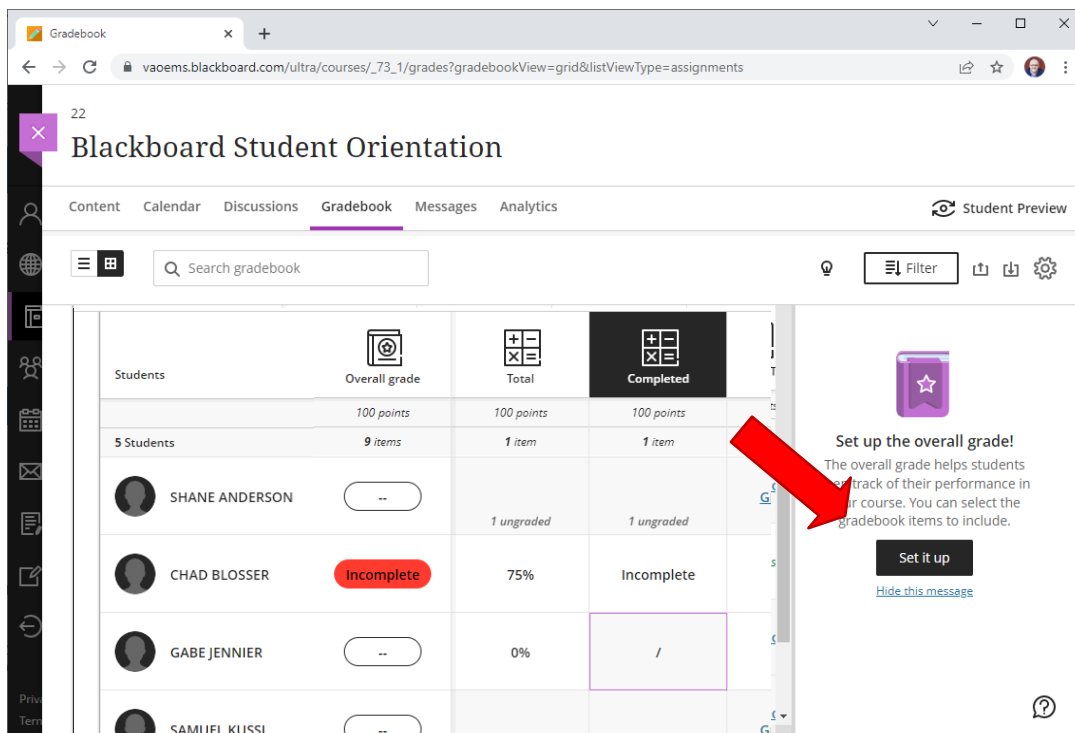
1. Verify that your course has a column labeled **Completed**. This column is required in order for students to be completed so the user license can be freed. **DO NOT DELETE THIS COLUMN.**



The screenshot shows the Blackboard Student Orientation interface. The 'Gradebook' tab is selected. A red arrow points to the 'Completed' column header in the gradebook table. The table has columns for 'Students', 'Overall grade', 'Total', and 'Completed'. The 'Completed' column is highlighted with a black background. The 'Overall grade' column shows '100 points' and '9 items'. The 'Total' column shows '100 points' and '1 item'. The 'Completed' column shows '100 points' and '1 item'. The 'Students' column lists four students: SHANE ANDERSON, CHAD BLOSSER, GABE JENNIER, and SAMUEL KUSSI. CHAD BLOSSER's 'Overall grade' is 'Incomplete'.

| Students | Overall grade | Total | Completed |
|----------------|---------------|------------|------------|
| 5 Students | 9 items | 1 item | 1 item |
| SHANE ANDERSON | -- | 1 ungraded | 1 ungraded |
| CHAD BLOSSER | Incomplete | 75% | Incomplete |
| GABE JENNIER | -- | 0% | / |
| SAMUEL KUSSI | -- | | |

2. Next, click "Set It Up" to set up your gradebook.



The screenshot shows the same Blackboard Student Orientation interface. A red arrow points to the 'Set it up' button in the 'Set up the overall grade!' message box on the right side of the screen. The message box contains the text: 'Set up the overall grade! The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.' Below the text is the 'Set it up' button and a link to 'Hide this message'.

3. The first thing Blackboard is going to want you to do is set up the **Overall Grade Percentage** for each gradeable item in your course. These values of up to the educator. Once you have set you percentage values, click **Save**.

The screenshot shows the 'Overall Grade' page in Blackboard. The browser address bar shows the URL: `vaoems.blackboard.com/ultra/courses/_73_1/grades/grade-settings/overallGrade?columnId=_797_1&gradeite...`. The page title is 'Overall Grade'. Below the title is a 'Calculation Details' section with a 'Grades' link and a right arrow. The main content area is titled 'Items in the Gradebook' and contains a table with the following items and their 'Overall grade percentage' values:

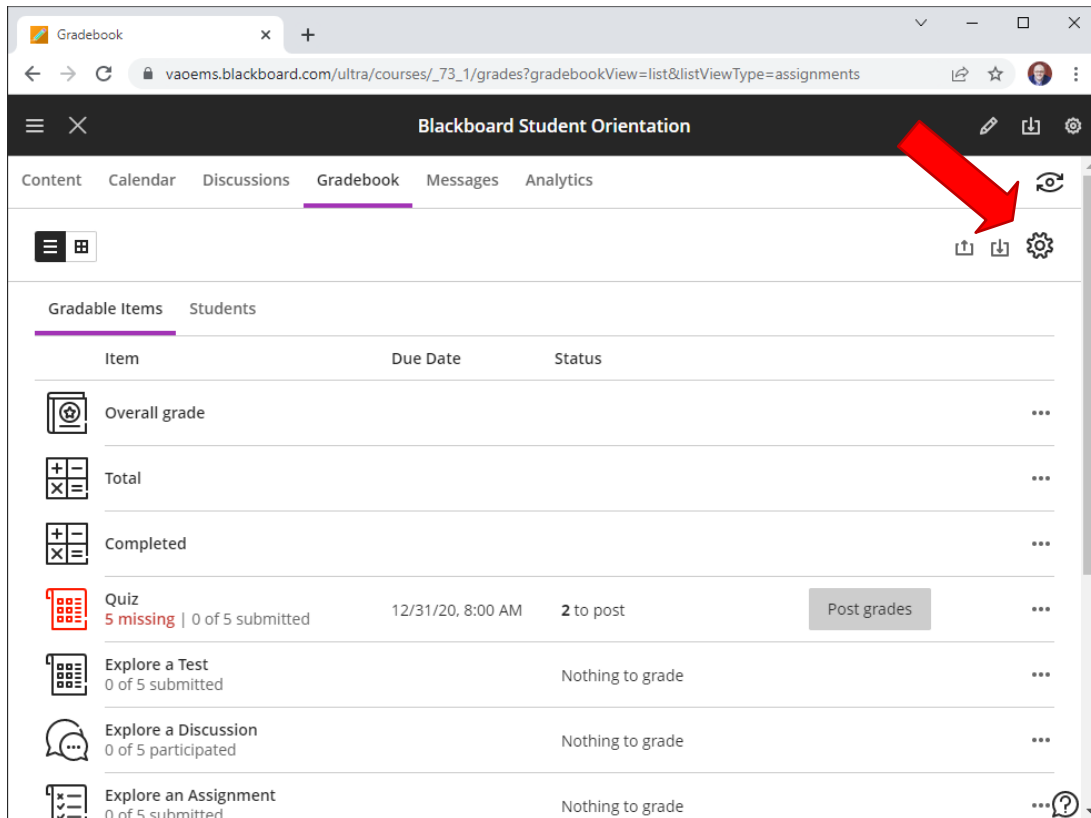
| Items in the Gradebook | Overall grade percentage |
|----------------------------------|--------------------------|
| Total | 10% |
| Completed | 9% |
| Quiz Test | 9% |
| Explore a Test Test | 9% |
| Explore a Discussion Discussion | 9% |
| Explore an Assignment Assignment | 9% |

At the bottom of the page, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

4. Exit out of this screen once the save is complete.

The screenshot shows the same 'Overall Grade' page as above. A red arrow points to the 'X' button in the top left corner of the page header, which is used to exit the screen.

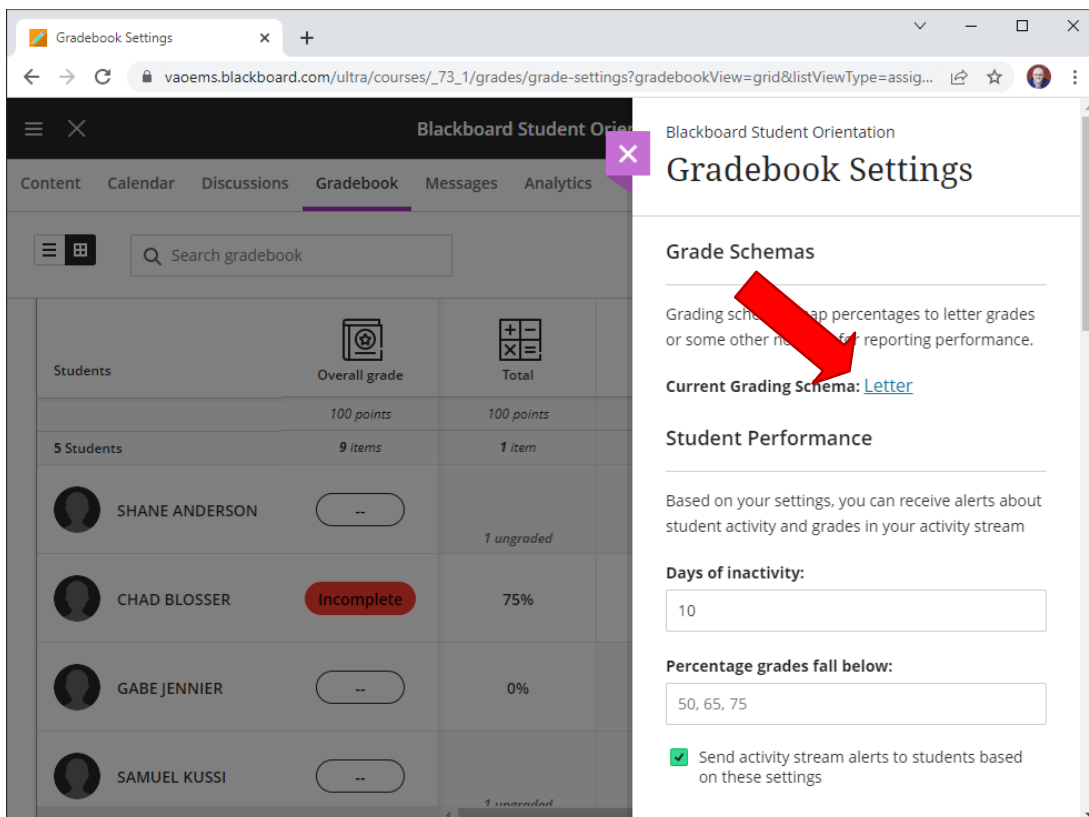
5. Click the gear icon ⚙️ to open the **Gradebook Settings** menu.



The screenshot shows the Blackboard Student Orientation interface. The top navigation bar includes links for Content, Calendar, Discussions, Gradebook, Messages, and Analytics. The Gradebook tab is selected. Below the navigation bar, there are tabs for Gradable Items and Students. The main area displays a table of items with columns for Item, Due Date, and Status. A red arrow points to the gear icon in the top right corner of the page.

| Item | Due Date | Status |
|---|-------------------|------------------|
| Overall grade | | ... |
| Total | | ... |
| Completed | | ... |
| Quiz 5 missing 0 of 5 submitted | 12/31/20, 8:00 AM | 2 to post |
| Explore a Test 0 of 5 submitted | | Nothing to grade |
| Explore a Discussion 0 of 5 participated | | Nothing to grade |
| Explore an Assignment 0 of 5 submitted | | Nothing to grade |

6. Make sure your **Current Grading Schema** is set to **Letter**.



The screenshot shows the Blackboard Student Orientation Gradebook Settings page. The page is titled 'Gradebook Settings' and has a search bar. The 'Grade Schemas' section is visible, showing the 'Current Grading Schema' set to 'Letter'. A red arrow points to the 'Letter' link. The 'Student Performance' section is also visible, showing a table of student performance data.

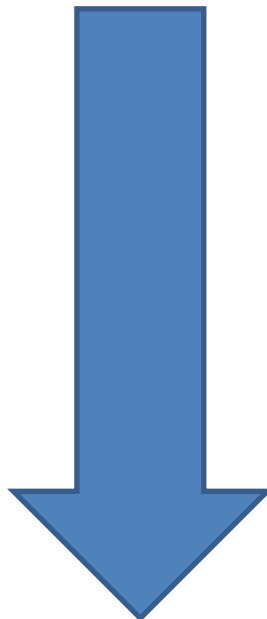
| Students | Overall grade | Total |
|----------------|---------------|------------|
| 5 Students | 9 items | 1 item |
| SHANE ANDERSON | -- | 1 ungraded |
| CHAD BLOSSER | Incomplete | 75% |
| GABE JENNIER | -- | 0% |
| SAMUEL KUSSE | -- | 1 ungraded |

7. Click on **Letter** to set your gradebook up. This gradebook will follow all graded assignments in Blackboard.

The screenshot shows the Blackboard Gradebook Settings interface. On the left, a gradebook grid is visible with columns for 'Students', 'Overall grade', and 'Total'. A red arrow points from the 'Simple Schema' text to the 'Overall grade' column. The grid lists four students: SHANE ANDERSON (1 ungraded), CHAD BLOSSER (Incomplete, 75%), GABE JENNIER (0%), and SAMUEL KUSSI (1 ungraded). On the right, a 'Grading Schema: Letter' dialog box is open, explaining that the Letter schema maps percentages to the Grade Value column. It includes a table with the following data:

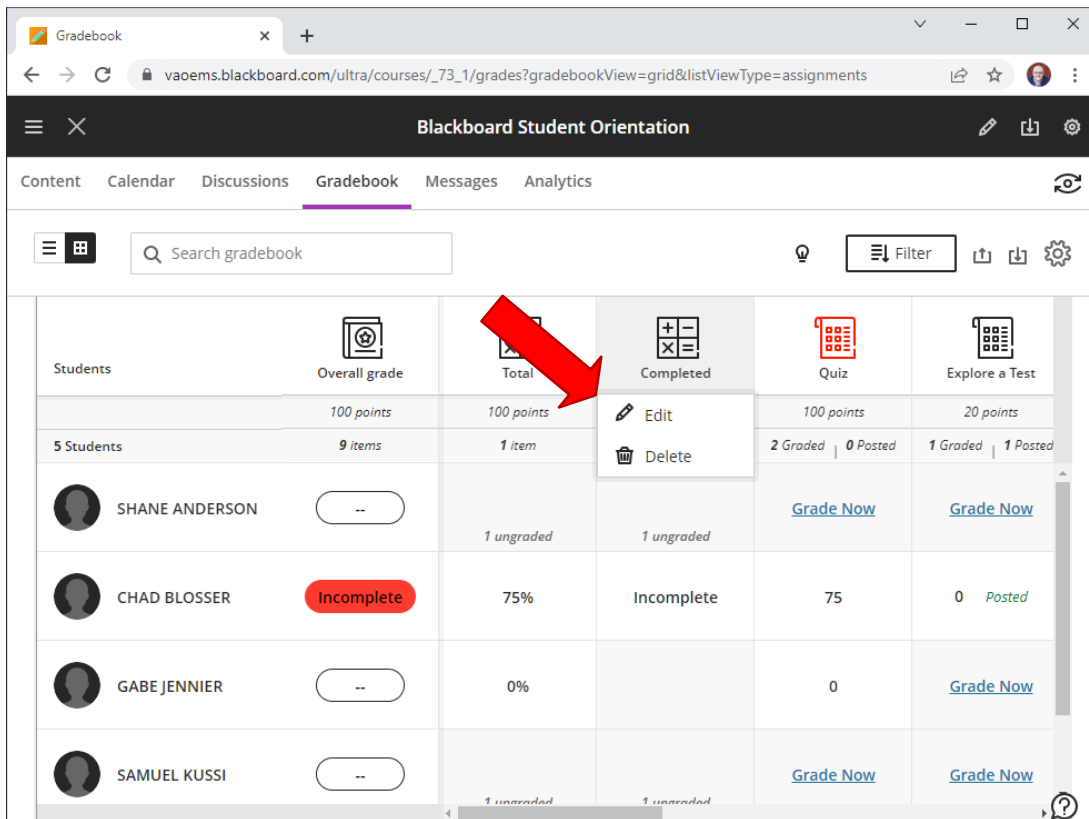
| Grade Value | Grade Range % |
|-------------|---------------|
| Compl | 80 - 100 |
| Incom | 0 - 80 |

8. Regardless of how you set up your grading schema, **Grade Values** must be set as:
1. Failing Grade – *Incomplete*
 2. Passing Grade – *Complete*.
9. This is how Genius knows whether to pass or fail a student.



Step 5: Setting "Completed" Column Parameters

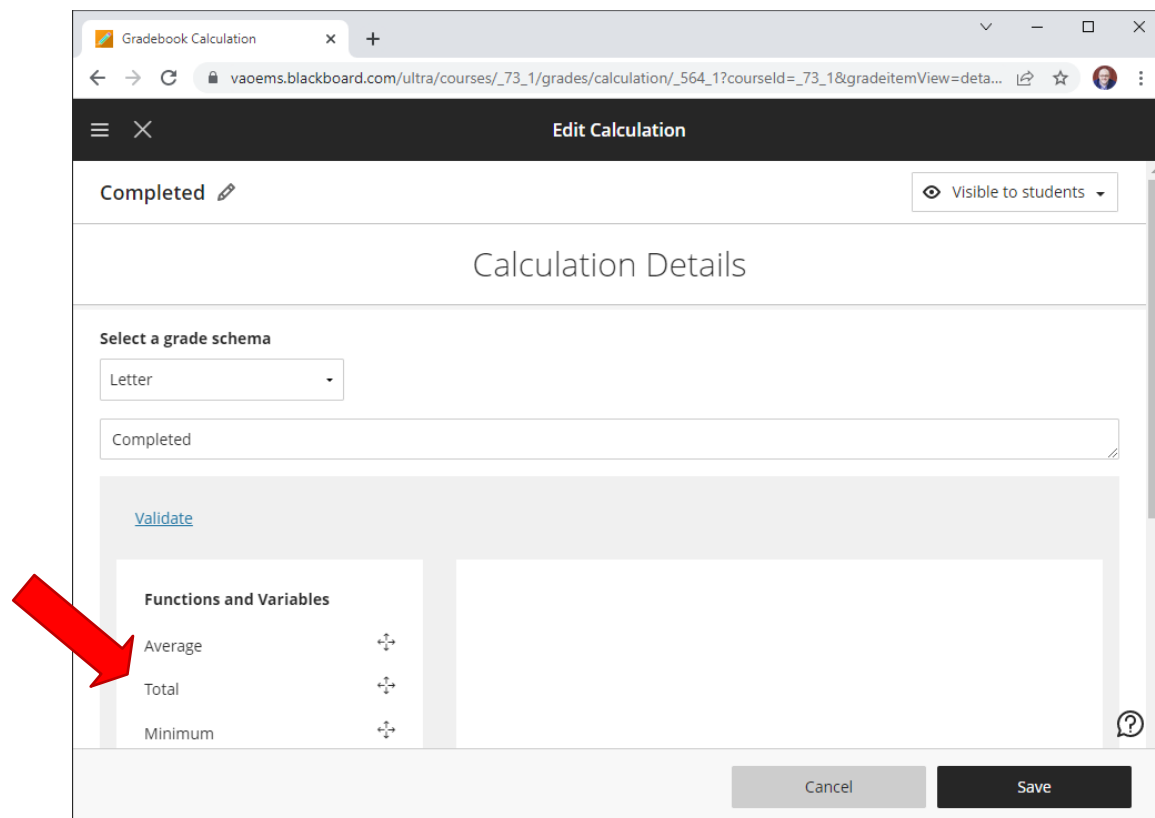
1. Click on the **Completed** column header to reveal a submenu.
2. From this menu, select **Edit**.




The screenshot shows the Blackboard Student Orientation Gradebook interface. The 'Completed' column header is highlighted, and a submenu is open showing 'Edit' and 'Delete' options. A red arrow points to the 'Edit' option.


| Students | Overall grade | Total | Completed | Quiz | Explore a Test |
|----------------|-----------------------|----------------------|----------------------|-----------------------------------|----------------------------------|
| 5 Students | 100 points 9 items | 100 points 1 item | 100 points 1 item | 100 points 2 Graded 0 Posted | 20 points 1 Graded 1 Posted |
| SHANE ANDERSON | -- | 1 ungraded | 1 ungraded | Grade Now | Grade Now |
| CHAD BLOSSER | Incomplete | 75% | Incomplete | 75 | 0 Posted |
| GABE JENNIER | -- | 0% | | 0 | Grade Now |
| SAMUEL KUSSI | -- | | | Grade Now | Grade Now |

3. Click the **Total** function to add this to the calculation field.



The screenshot shows the 'Edit Calculation' interface. The 'Completed' column is selected. The 'Functions and Variables' list is visible, and a red arrow points to the 'Total' function.

Completed 

Visible to students 

Calculation Details

Select a grade schema

Letter

Completed

[Validate](#)

Functions and Variables

- Average
- Total
- Minimum

Cancel Save

4. From here, click the down arrow in the Total field.

Gradebook Calculation

vaoems.blackboard.com/ultra/courses/_73_1/grades/calculation/_564_1?courseId=_73_1&gradeItemView=deta...

Edit Calculation

Completed

Visible to students

Calculation Details

Select a grade schema

Letter

Completed

Validate Clear

Functions and Variables

Average

Total

Minimum

TOTAL ()

Cancel Save

5. Select the ***Coursework*** item which will determine the student's final grade in the course.
6. Then click ***Save***.

Gradebook Calculation

vaoems.blackboard.com/ultra/courses/_73_1/grades/calculation/_564_1?courseId=_73_1&gradeItemView=deta...

Edit Calculation

Average

Total

Minimum

Maximum

Variable

Operators

Add (+)

Subtract (-)

Divide (/)

Multiply (*)

Open Parenthesis (

Close Parenthesis)

CATEGORIES

☐ Quiz

☐ Presentation

☐ Homework

☐ Exam

☐ Journal

☐ Discussion

☐ Test

☐ Assignment

COURSEWORK

☒ Quiz

☐ Explore a Test

Save

7. Make sure your expression is validated with a green check mark.

The screenshot shows the 'Edit Calculation' interface in Blackboard. At the top, there's a browser window with the URL 'vaoems.blackboard.com/ultra/courses/_73_1/grades/calculation/_564_1?courseId=_73_1&gradeItemView=deta...'. Below the browser window, the page title is 'Edit Calculation'. The status is 'Completed' with a pencil icon. A dropdown menu shows 'Visible to students'. The main section is 'Calculation Details' with a 'Grades' link and a right arrow. Under 'Select a grade schema', there's a dropdown menu set to 'Letter'. Below that, a text input field contains 'Completed'. A red box highlights the 'Validate' button, which has a green checkmark and the text 'Valid expression.' next to it. To the right of the 'Validate' button is a 'Clear' link. Below the validation area, there's a 'Functions and Variables' section with a list of functions: Average, Total, Minimum, Maximum, and Variable, each with a plus icon. To the right of this list is a dropdown menu set to 'TOTAL (Coursework Quiz)'. At the bottom right, there's a help icon (question mark in a circle).

8. Exit to close the window.

The screenshot shows the same 'Edit Calculation' interface as the previous one. A red arrow points to the 'X' button in the top left corner of the window, indicating the exit button. The rest of the interface is identical to the previous screenshot.

9. Based on our grading schema of **80-100 = Complete**, once a student receives an 80 or higher on the **Quiz**, they will be marked as **Complete**.

| Students | Overall grade | Total | Completed | Quiz | Explore a Test |
|----------------|-----------------------|----------------------|----------------------|-----------------------------------|----------------------------------|
| 5 Students | 100 points 9 items | 100 points 1 item | 100 points 1 item | 100 points 4 Graded 0 Posted | 20 points 4 Graded 1 Posted |
| SHANE ANDERSON | Complete | 100% | Complete | 100 | 18 |
| CHAD BLOSSER | Complete | 80% | Complete | 80 | 18 Posted |
| GABE JENNIER | Incomplete | 50% | Incomplete | 50 | 17 |
| SAMUEL KUSSI | Incomplete | 70% | Incomplete | 70 | 15 |

10. Genius has a automated job which run every 6 hours and collects completion data to report back to the Office of EMS. This data is then processed in our nightly batch and continuing education (CE) credit is posted on provider's CE Reports by 6 AM the following day.