# 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.
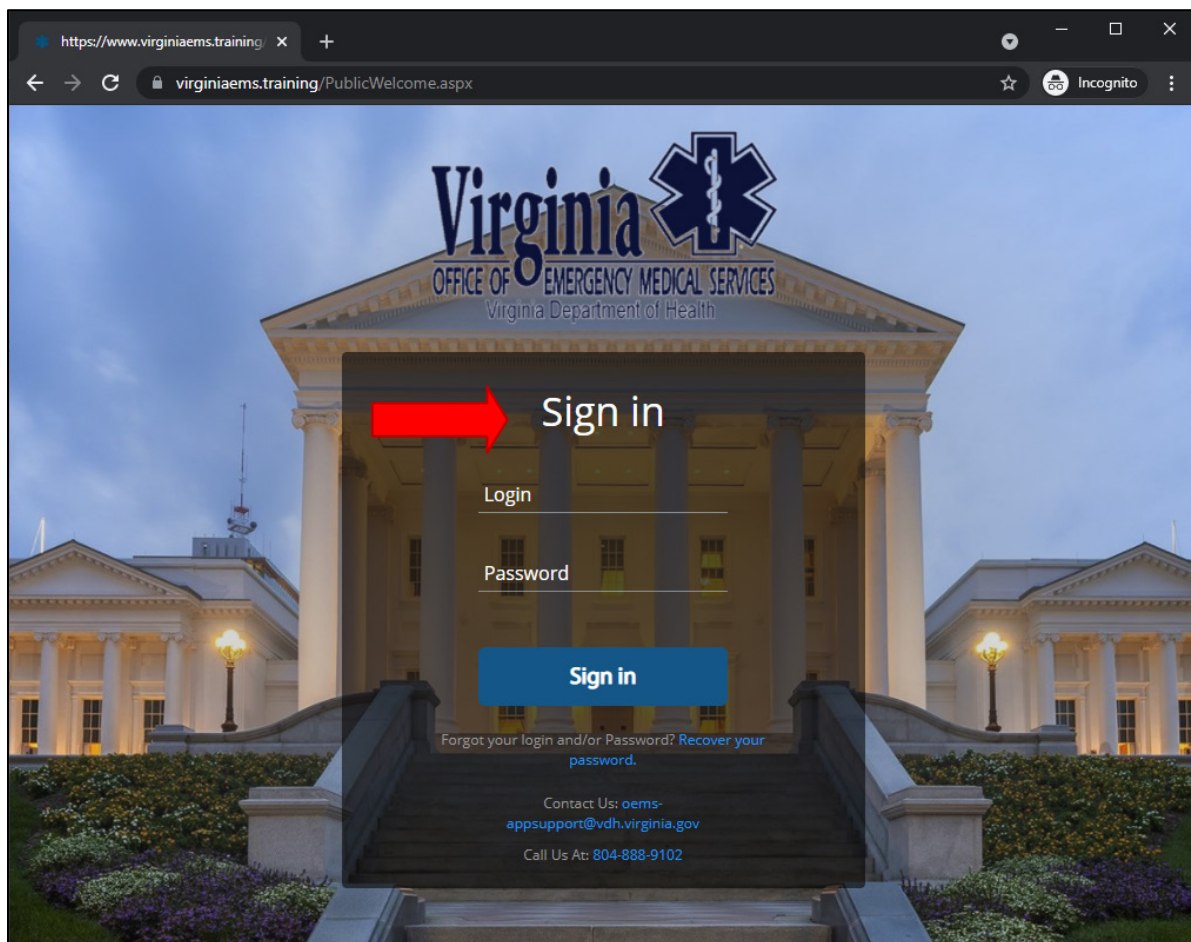
# Step 2: Accessing Your Courses on Blackboard

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.
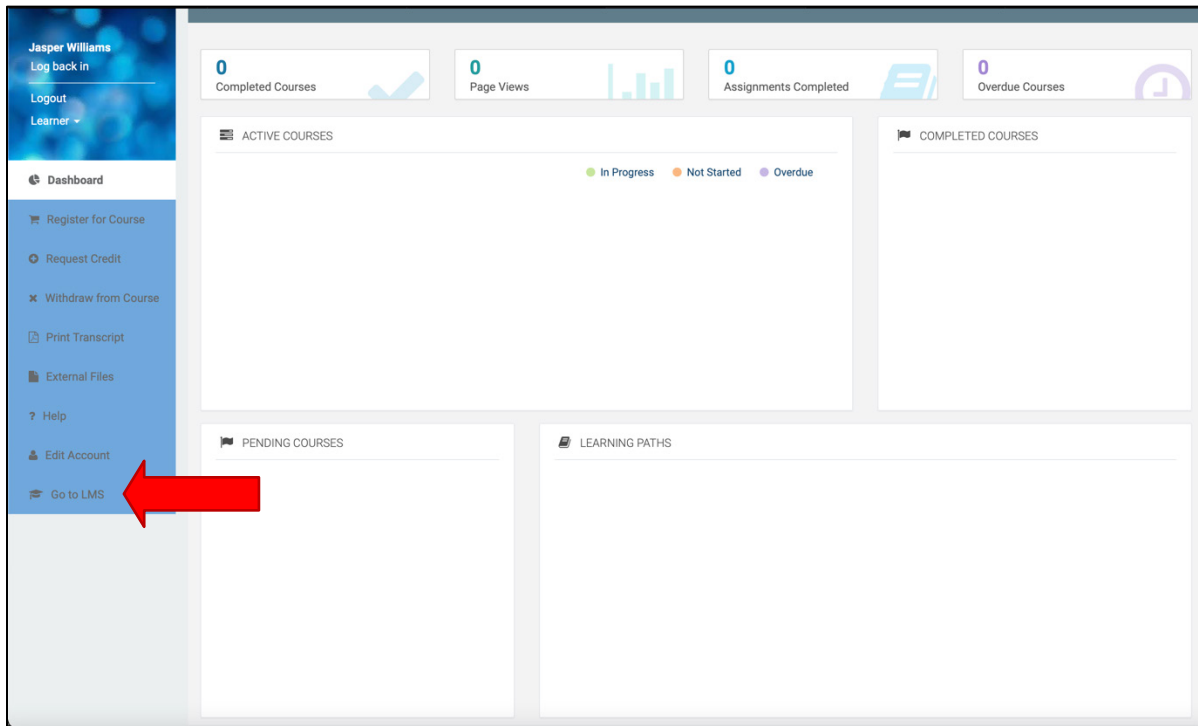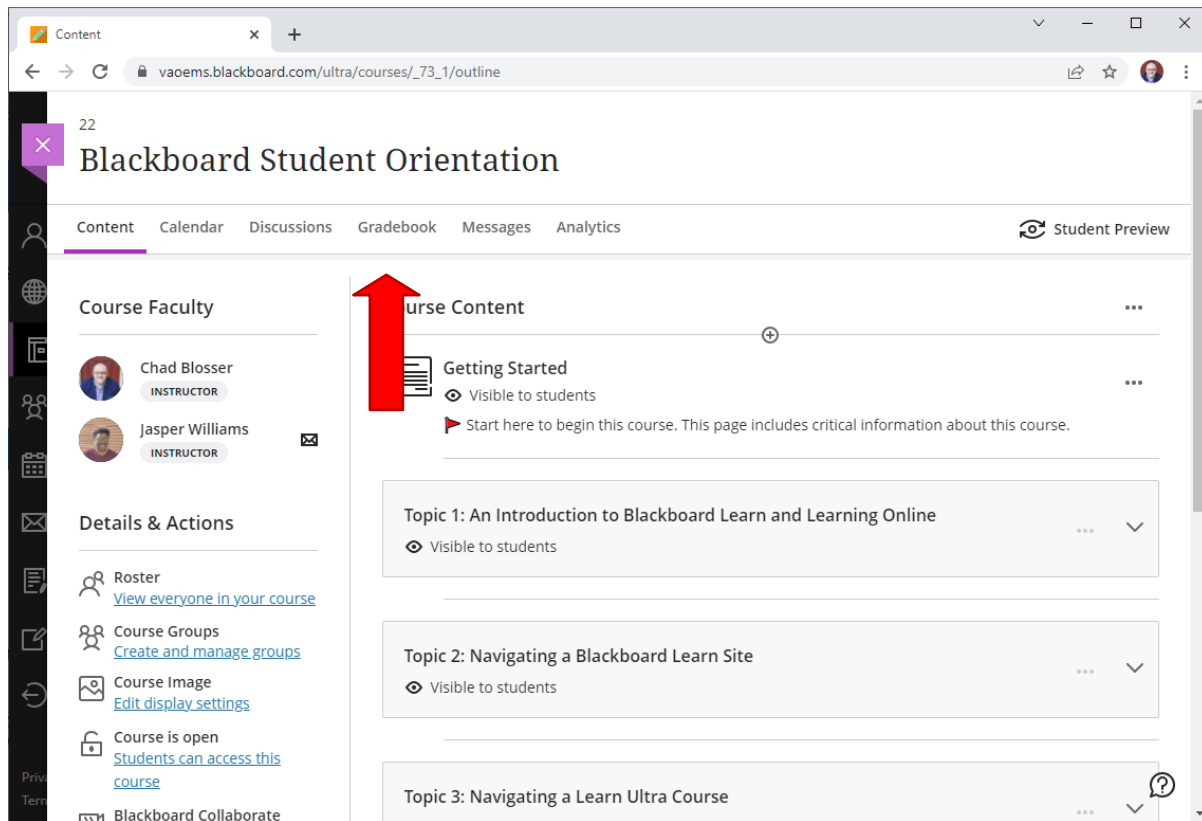


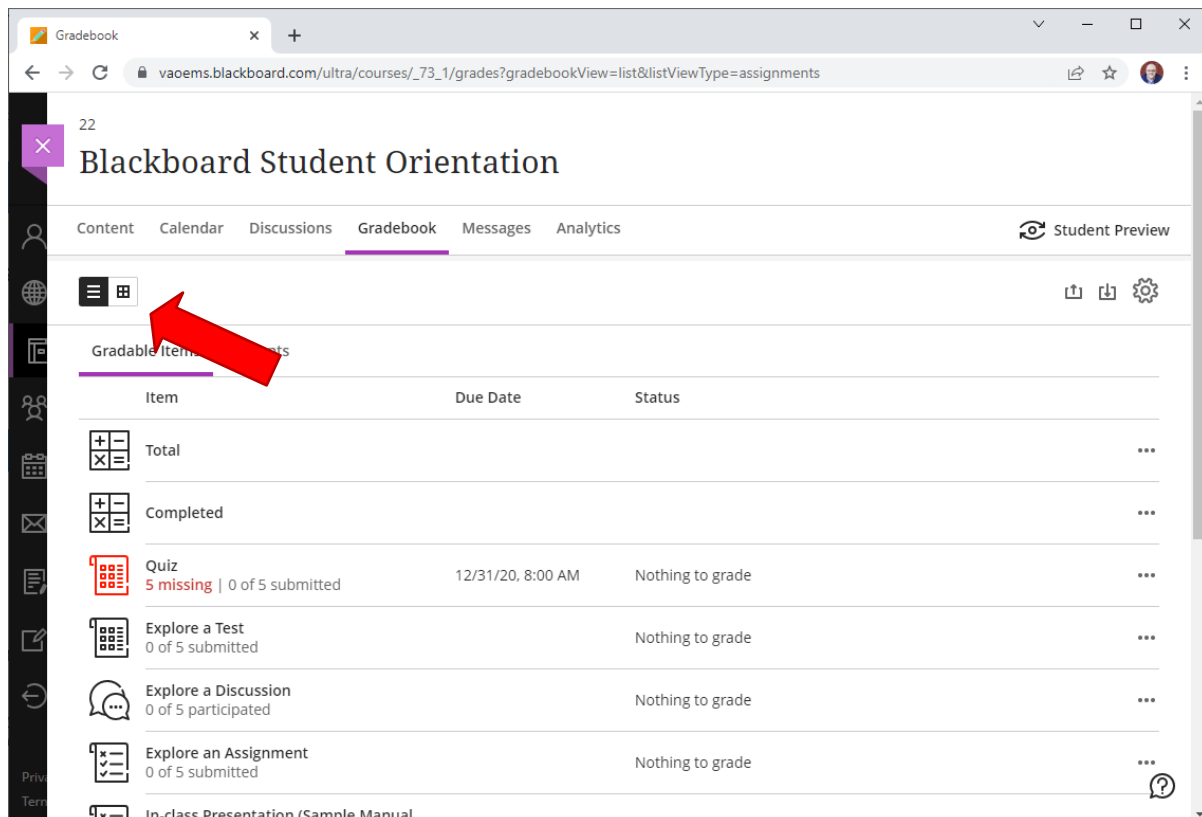2. Click on the course name for the course you want to open.
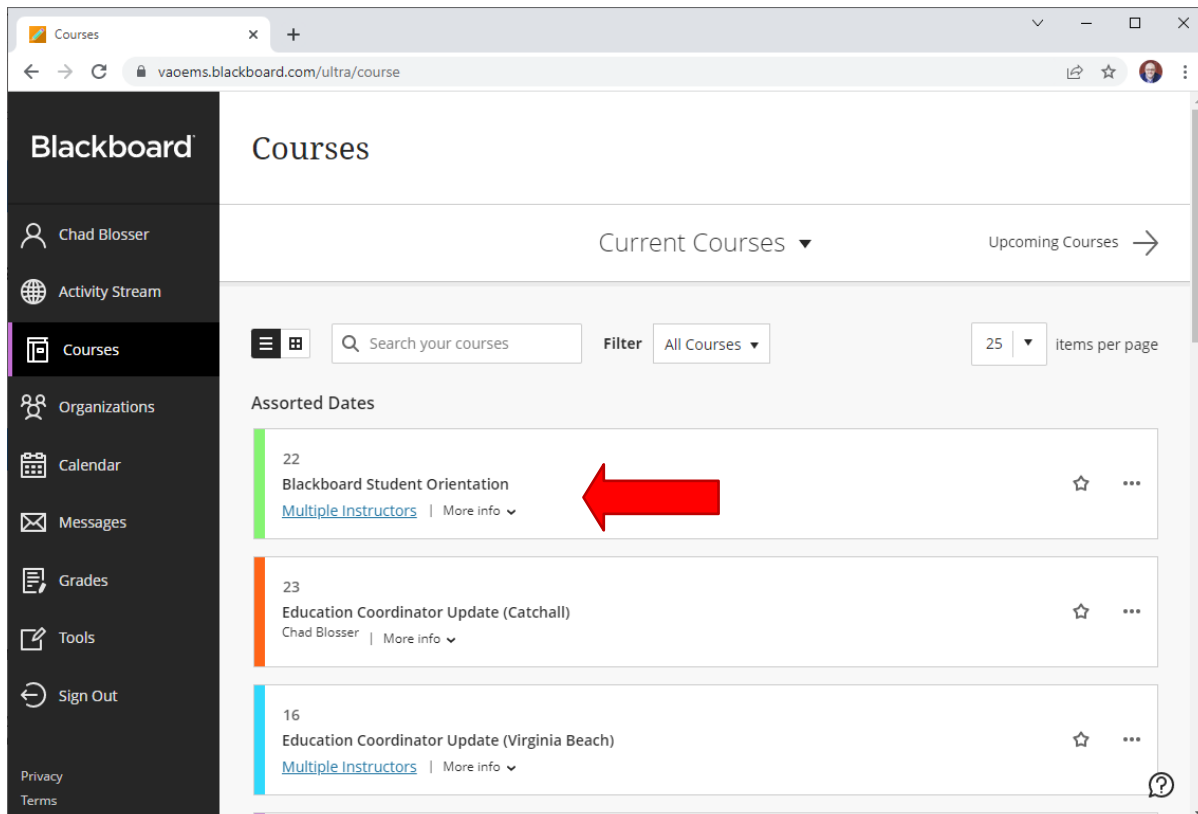
# Step 3: Accessing the Gradebook

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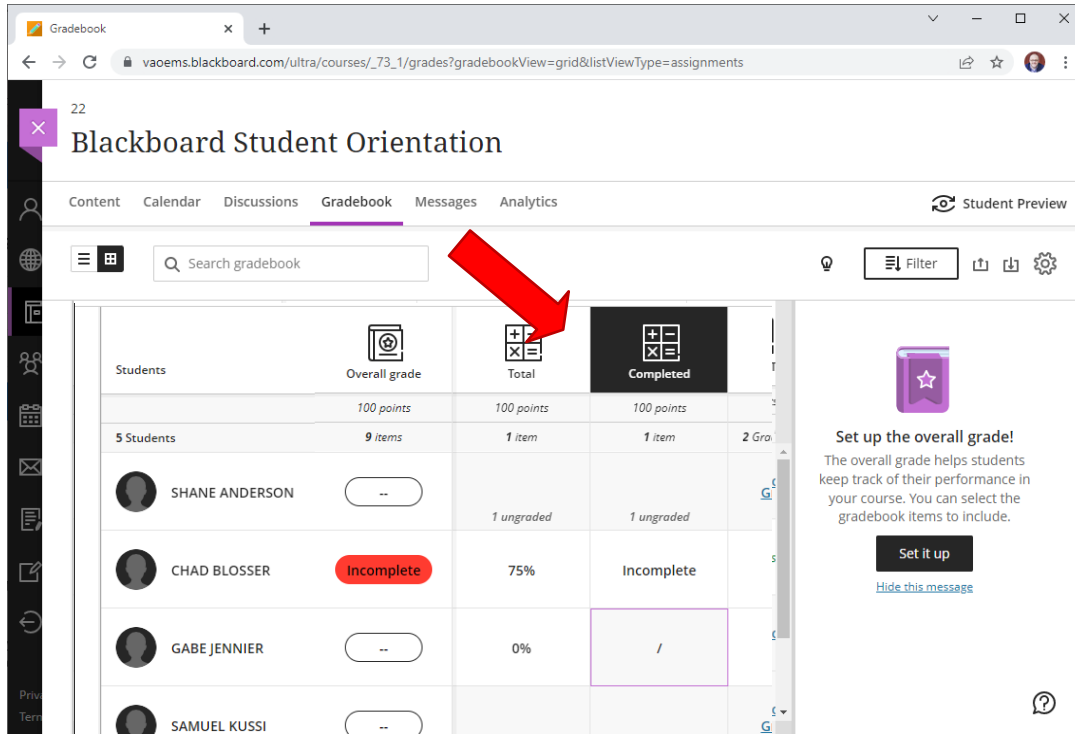


2. Click the cell icon to convert your gradebook to an easier to read Excel like format.

# Step 4: Verifying Existence of "Completed" Column & Gradebook Setup
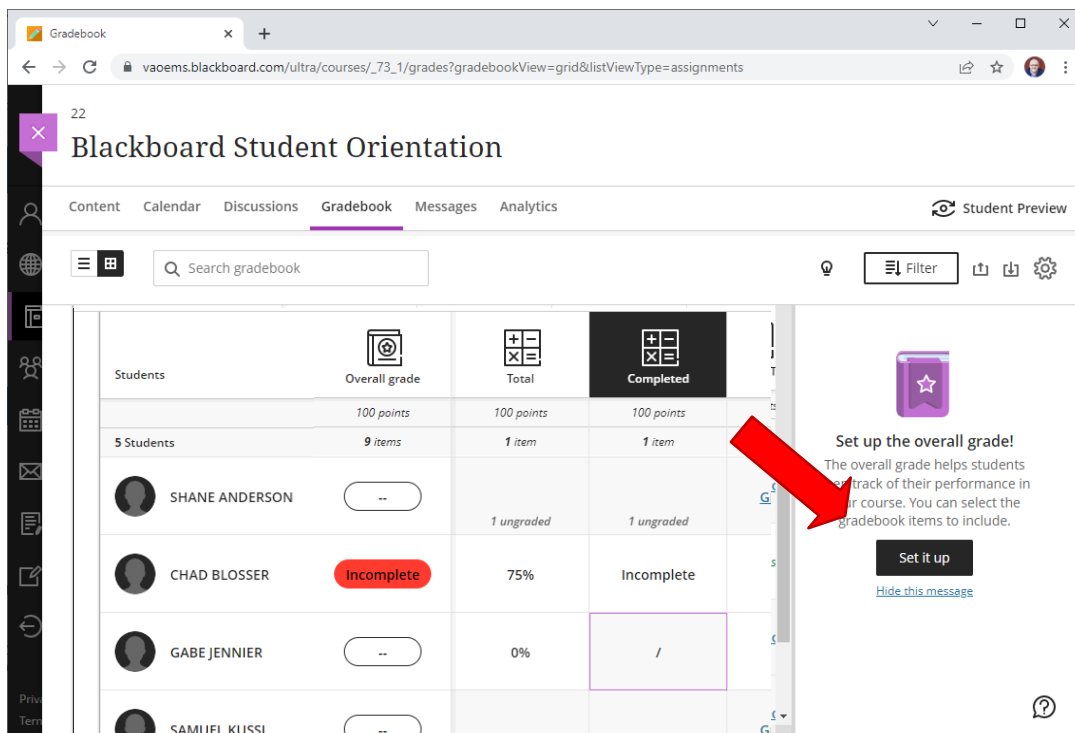
1. Verify that your course has a column labeled **Completed**. This column is required in order for students to be completed so the user license can be freed. **DO NOT DELETE THIS COLUMN.**



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

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**.



4. Exit out of this screen once the save is complete.
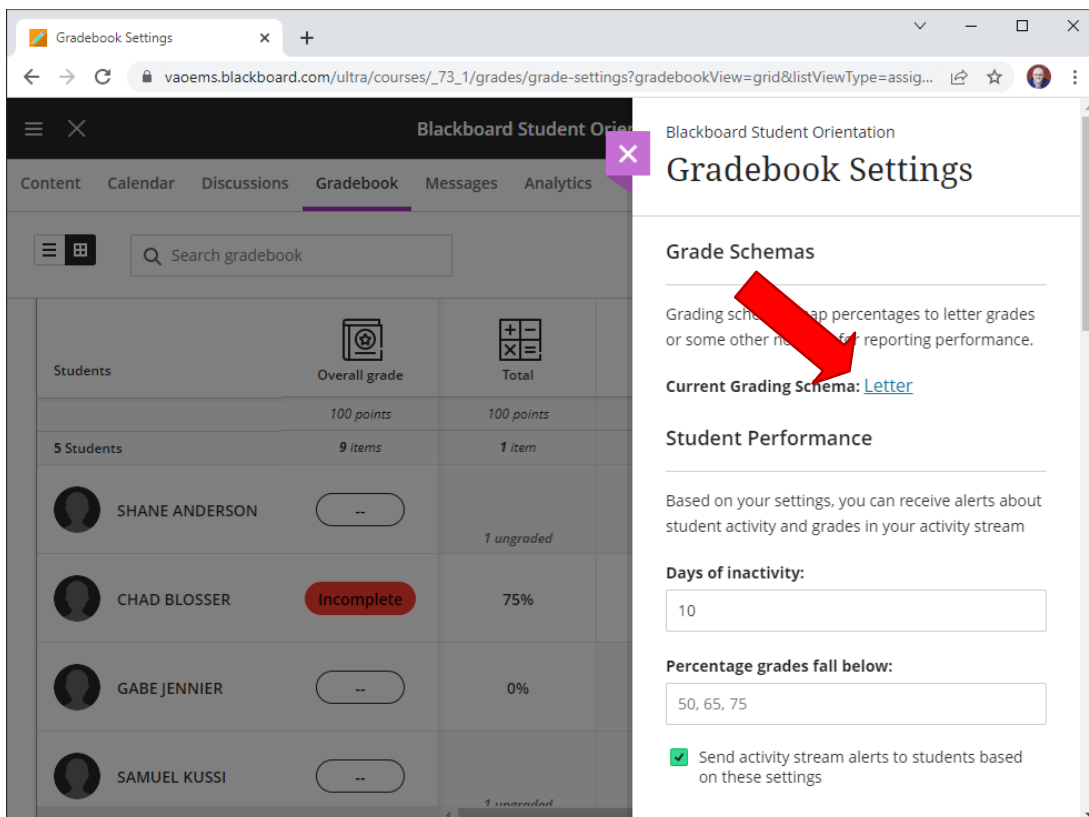
5.  Click the gear icon ⚙ to open the **Gradebook Settings** menu.



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

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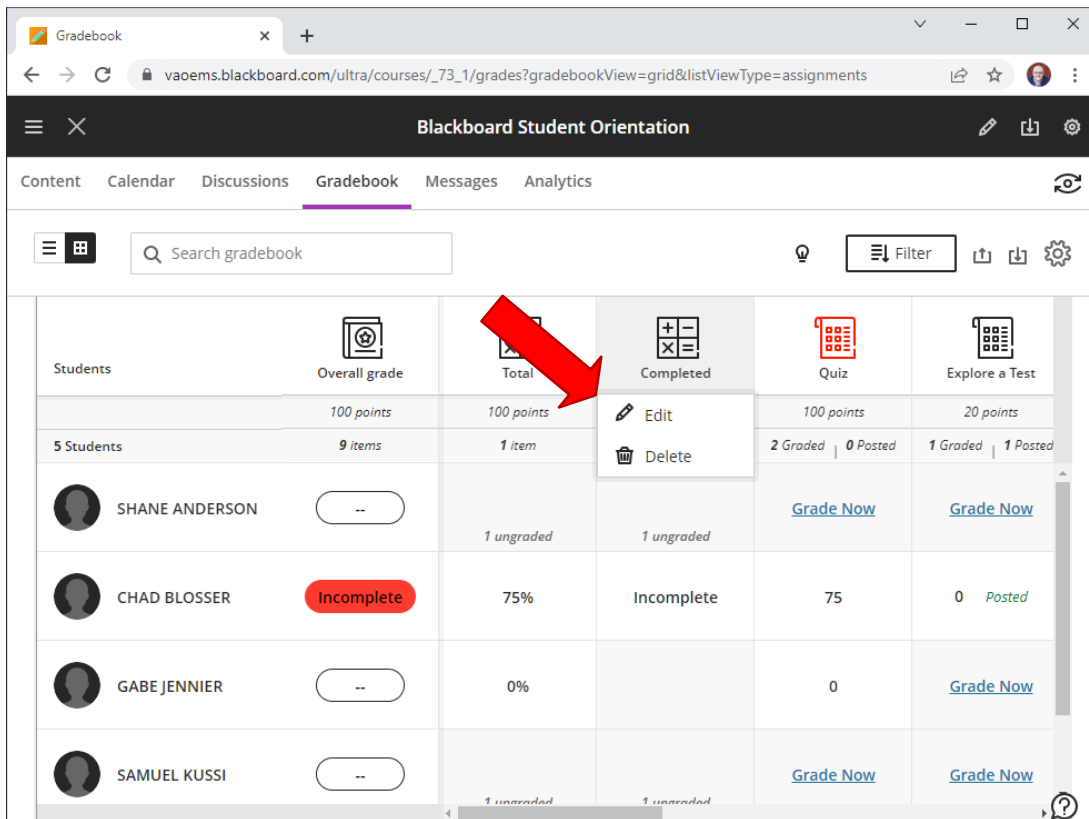


8. Regardless of how you set up your grading schema, ***Grade Values*** must be set as:
   1. Failing Grade – *Incomplete*
   2. Passing Grade – *Complete.*
9. This is how Genius knows whether to pass or fail a student.
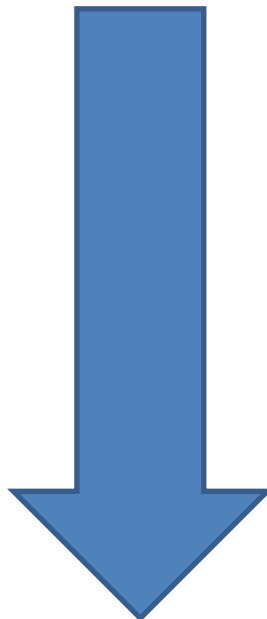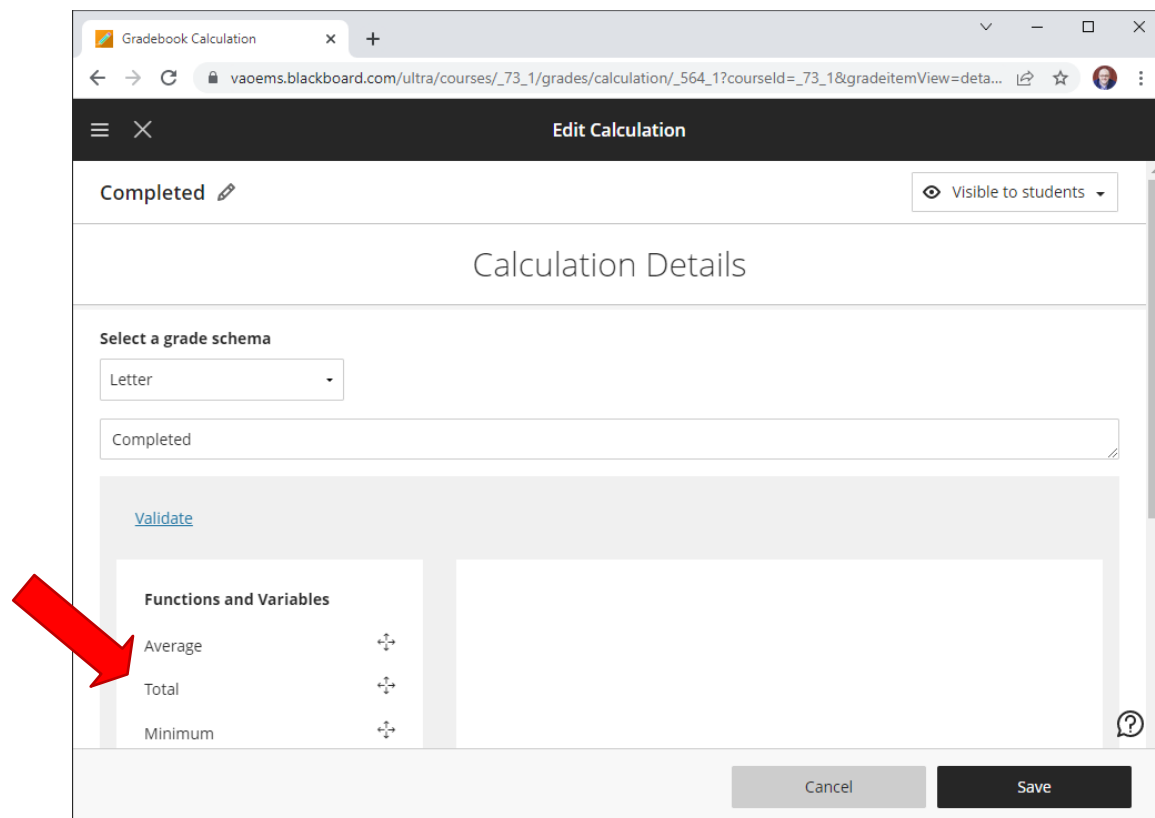
# Step 5: Setting "Completed" Column Parameters

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



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

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



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

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



8. Exit to close the window.

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



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.