Instructor Guides

Weighted Gradebook in BlazeVIEW

VALDOSTA
S T A T E
U N I V E R S I T Y ™

CENTER *for*
eLEARNING
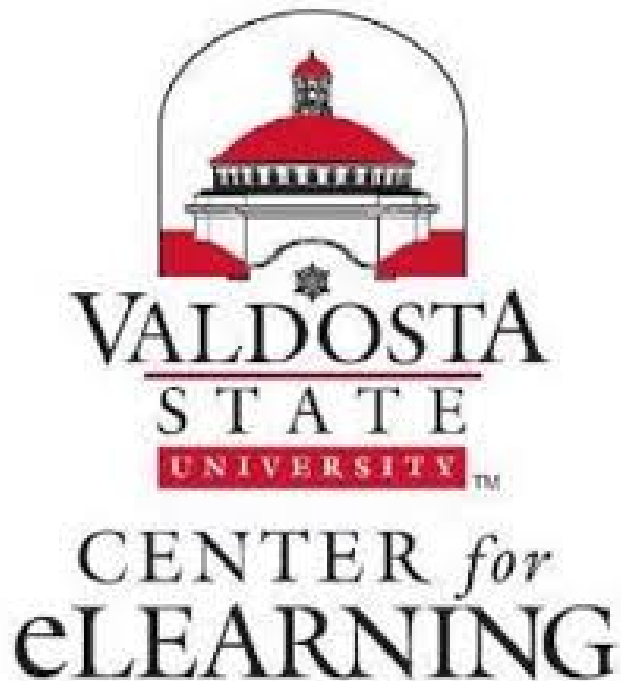
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Instructor Guides

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The BlazeVIEW Gradebook

BlazeVIEW offers a gradebook system for keeping track of student performance. Taking a few minutes to set up your gradebook at the front end of your course can save you a lot of time when grades come due!

Points vs. Weighted

To begin, first consider what kind of gradebook will work best for your course. There are two kind of gradebooks, point and weighted. View the Weighted example below.

A note: Plan your gradebook prior to beginning the setup wizard. Consider your personal preferences and course goals/objectives. However, if you decide that you want to change your gradebook setup, you can run through the setup wizard again or adjust your gradebook settings at a later date.

Weighted Gradebook Example

Weighted Gradebook: Grade items and categories are calculated as a percentage of the final grade worth 100%. Category weights will equal 100%. Assignment weights equal 100% of that specific category.
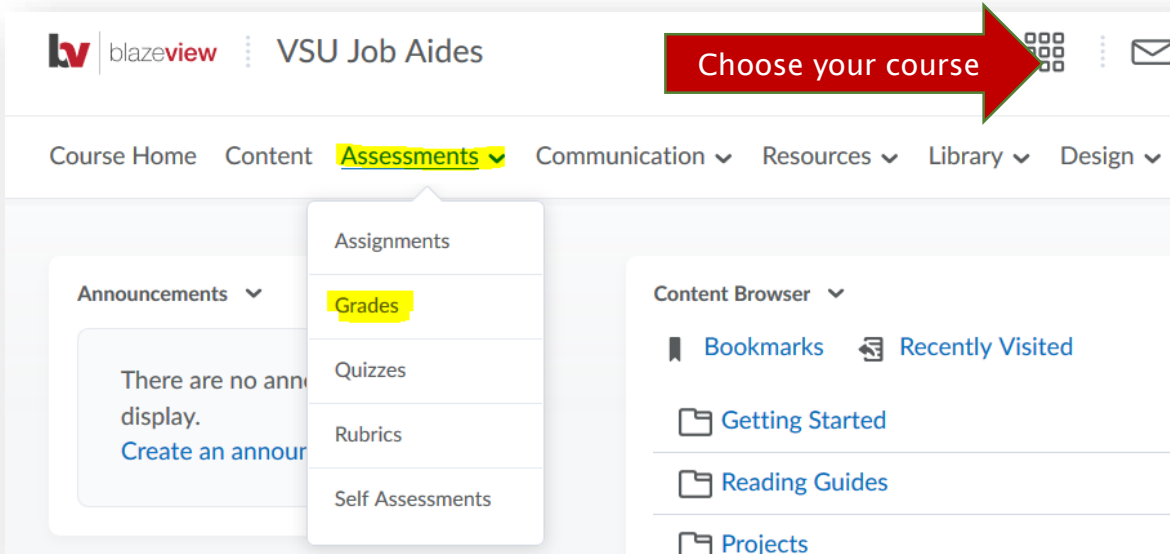
Accessing your Gradebook

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose "Assessments."

Select "Grades."

Gradebook Setup Wizard

If this is the first time you are accessing your gradebook, you will be required to navigate the gradebook setup wizard. This allows you to create the foundation of your gradebook and make certain choices concerning student views and instructor views.

The initial Setup Wizard page is a summary of current gradebook settings. Scroll down and select the blue **Start** button to customize your gradebook to your preferences.
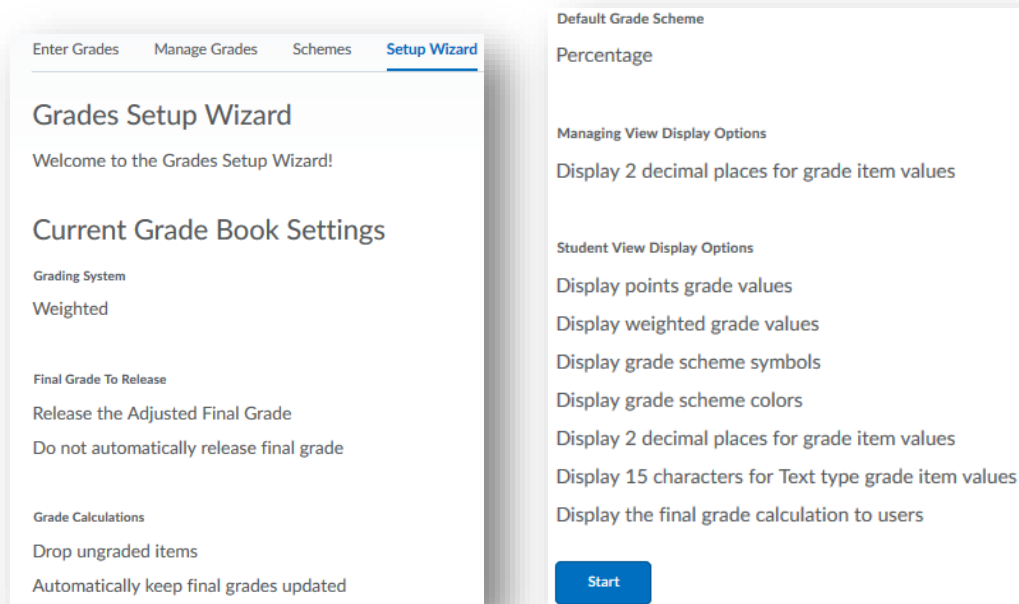
Choose Grading System – Select **Weighted** or **Points**.

Weighted: Use the weighted system if you want grade items calculated as a percentage of the final grade worth 100%.
Example:
If Assignments Category = 20% of Final Grade and Item 1 = 50% of Assignments Category, Item 2 = 50% of Assignments Category, and Exam = 80% of Final Grade, then Final Grade = __% out of 100%

Points: Calculate the final grade by totaling the points users received on grade items.
Example:
Assignments Category (40 points)
- Item 1 (20 points)
- Item 2 (20 points)
Exam (200 points)
Final Grade = __/240

In this guide, we are creating a Weighted Gradebook.

Select the blue **Continue** button to move on to the next task.

Step 1 of 7
Step 1: Choose Grading System

Grading System

◉ Weighted ❓

Example:

Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

◯ Points ❓

Example:

Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)

Final Grade: /240 points

◯ Formula ❓

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

Continue   Cancel

Step 2: Final Grade Released

Decide if you will release the "Calculated Final Grade" or the "Adjusted Final Grade."

- The **Calculated Final Grade** cannot be adjusted manually.

- The **Adjusted Final Grade** can be modified prior to release.

Next, decide if you will **Automatically release final grade**. This means that students' grades will be released upon being posted. This is optional based on your preferences, but recommended by eLearning.

Select the blue **Continue** button to move on to the next task.

Determine how you will treat ungraded items - items in the gradebook that have not been assessed yet – and how the final grade will update.

Drop ungraded items means that grades that have not been entered will not be calculated in a student's final grade. This means if a student does not complete a quiz or assignment, you will manually input the 0. However, it is a more accurate representation of a student's current progress.

Treat ungraded items as 0 means that anything without a grade will be automatically awarded a 0. This saves you from having to manually input 0s but means that all students start with a failing grade and work their way up.

Automatically keep final grade updated means that a student's final grade continually and automatically updates as grades are modified or imported.

Select the blue **Continue** button to move on to the next task.

Step 3 of 7

Step 3: Grade Calculations

Ungraded Items

- ● Drop ungraded items ❓
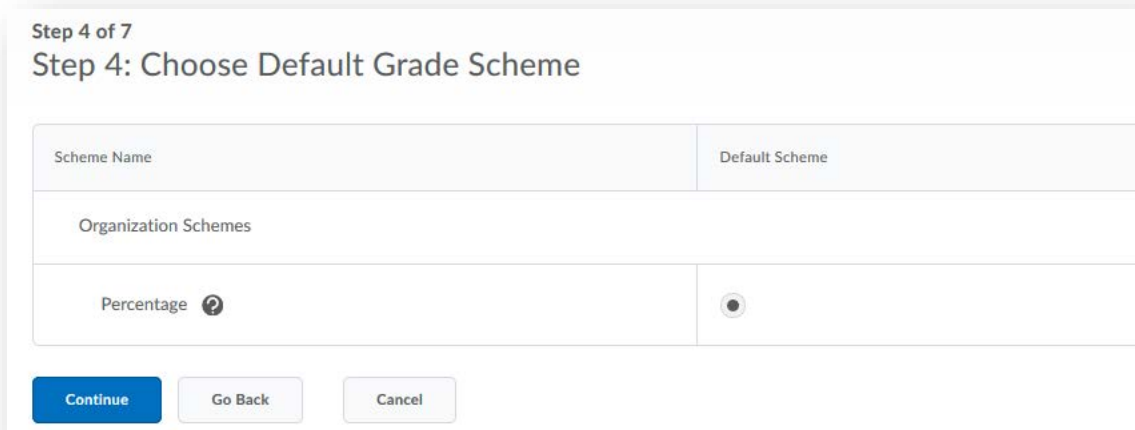- ○ Treat ungraded items as 0 ❓

Auto Update

- ✓ Automatically keep final grade updated ❓

[Continue] [Go Back] [Cancel]

Step 4: Choose Default Grade Scheme

VSU uses a default grade scheme. You can make a copy if you wish to change the color coding options.

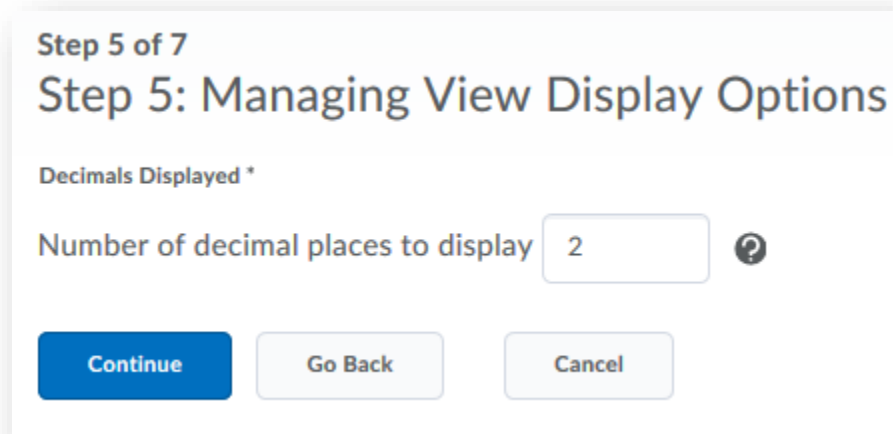Select the blue **Continue** button to move on to the next task.

Step 4: Choose Default Grade Scheme

Scheme Name	Default Scheme
Organization Schemes	
Percentage ❓	●

Continue   Go Back   Cancel

Step 5: Managing View Display Options

Decide how many decimal places you want to display. This is the view available to instructors, so it's entirely up to you and your preferences. The default number is 2, but you can adjust up to 5.

Select the blue **Continue** button to move on to the next task.

Step 5: Managing View Display Options

Decimals Displayed *

Number of decimal places to display [2] ❓

Continue   Go Back   Cancel

This step deals with what students see when they access their gradebook in your course. First, determine the **Grade Details**.

Points Grade – if this option is selected, students will be able to see the points value associated with items. Example: 8/10 on a writing assignment.

Weighted Grade – if this option is selected, students will be able to see the weighted grade associated with items. Example: 80% on a writing assignment.

Grade Scheme Symbol – if this option is selected, students will be able to see what grade their score correlates to. Example: 80% or 8/10 will equal a B.

Grade Scheme Color – If this option is selected, students will see colors associated with different grade schemes. Example: B = green.
***Grade scheme color can only be displayed if the grade scheme symbol is also displayed.

Now, decide the **Decimals Displayed** for students in their gradebook. This defaults to 2.

Next, choose the number of **Characters Displayed** in students' gradebooks.

Finally, decide if you want to display the **Final Grade Calculation**. This allows students to see how their grade was calculated (which assignments were included, if the instructor adjusted points, etc.).

Select the blue **Continue** button to move on to the next task.

Step 6 of 7

Step 6: Student View Display Options

Grade Details

☑ Points grade ❓

☑ Weighted grade ❓

☑ Grade scheme symbol ❓

☑ Grade scheme color ❓

Decimals Displayed *

Number of decimal places to display [2] ❓

Characters Displayed *

Number of characters to display for Text items [15] ❓

Final Grade Calculation

☑ Display final grade calculation to users ❓

[Continue]   [Go Back]   [Cancel]

Step 7: Grades Setup Summary

Review the choices you have made in setting up your gradebook. Select the blue **Finish** button to save your gradebook settings.

Step 7: Grades Setup Summary

Grading System

Weighted

Final Grade To Release

Release the Adjusted Final Grade

Do not automatically release final grade

Grade Calculations

Drop ungraded items

Automatically keep final grades updated

Default Grade Scheme

Percentage

Managing View Display Options

Display 2 decimal places for grade item values

Student View Display Options

Display points grade values

Display weighted grade values

Display grade scheme symbols

Display grade scheme colors

Display 2 decimal places for grade item values

Display 15 characters for Text type grade item values

Display the final grade calculation to users

Finish   Go Back   Cancel

Creating Gradebook Categories

Creating categories in your gradebook allows you to sort your grade items according to type, module, etc. Categories also allow you to set weights on items so that BlazeVIEW will automatically configure them into your final grade. Categories differ a bit based on your gradebook type (weighted vs. points).

From your gradebook, select **Manage Grades**.

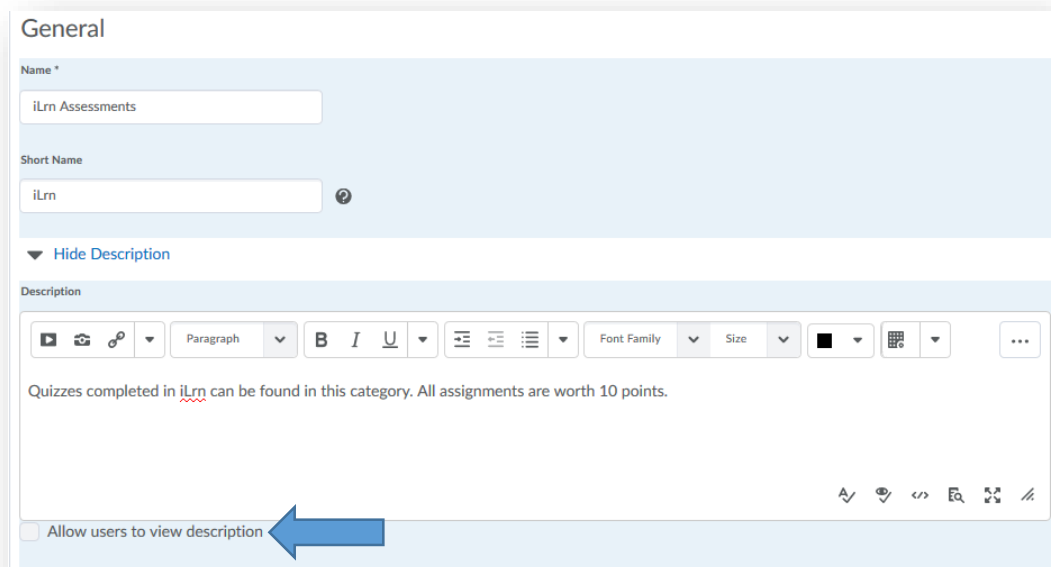Use the blue drop down menu **New** to select **Category**.
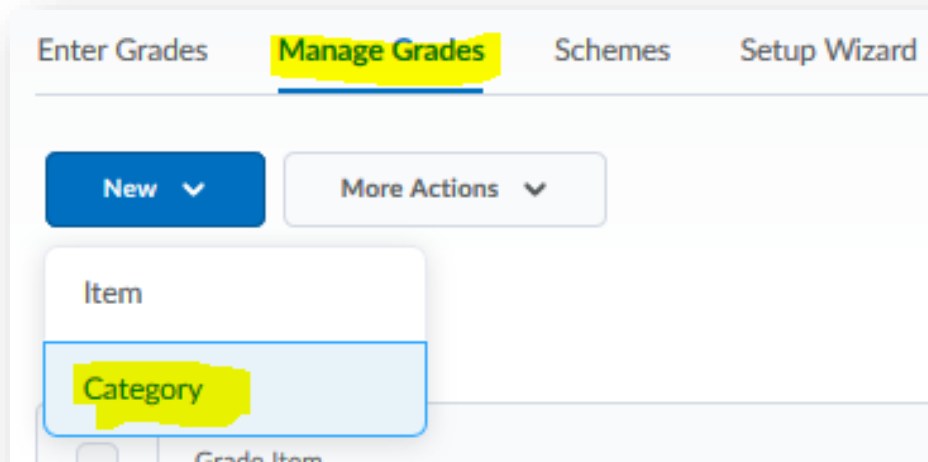
General Properties

Name your category. Consider the different types of learning activities you offer and how they can be organized. Example: quizzes, homework, exams, final, discussion posts, etc.

Optional: Provide a short name for your category. This will save space in your gradebook.

Give your category a description. This is an optional step that allows you to describe the purpose of the category and explain the different types of grade items that would be found in this category.

If you choose to give your category a description, you must select the button next to **"Allow users to view description."**

Decide the weight of the category. You will need to assign weight to every category, with the categories equaling 100.

Decide if the category can exceed its total value. If you plan to include bonus items in this category or provide bonus points on individual items in this category, select this option.

Determine how weight should be distributed across the category. In this step, you are deciding how individual grade items in the category will be weighted.

If you want all of the items in the category to have the same weight, select **Distribute weight evenly across all items**.

If you want to have the ability to attach different weights to items in a category, check **Manually assign weight to items in the category**.

Select the **Display class average to users** if you want students to see the average of the category.

Select the **Display grade distribution to users** to allow students to see a chart that depicts that different grade percentiles based on class performance.

Both of these categories are helpful in allowing students to reflect on their progress as compared to their peers.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any categories you create. To do so, select **Override display options for this item** and then select/deselect as needed.

When your category has been created, choose **Save and Close.**

Repeat this process for any categories you need to create in your gradebook.

Restrictions

Under the restrictions tab of your gradebook category, you can determine items like start and end dates.

Your category will automatically default to **Category is always visible**.

Visibility options:

Category is always visible: this category and its items are always visible to students

Hide this category: students are unable to see the category, but the instructor can

Category is visible for a specific date range: category will appear and disappear for students based on the dates you've set

Release Conditions: if you only want certain groups of students to have access to this category, you can determine that here

Save and close if you make any changes to the **Restrictions** tab.

Creating Grade Items

Gradebook items serve many functions in the gradebook. They can directly relate to learning activities and are a way to document points earned. They can be used to track participation, progress in a course, or hold instructor notes.

If this is the first time you are accessing your gradebook, you will be required to navigate the gradebook setup wizard. This allows you to create the foundation of your gradebook and make certain choices concerning student views and instructor views. If you have not run through your Setup Wizard, please do so now.

From your gradebook, select **Manage Grades**.

Use the blue drop down menu **New** to select **Item**.
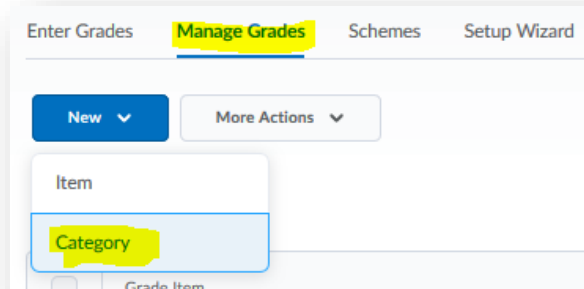
Item Types

Choose a grade item type.

There are five different types of grade items you can create.

Numeric is the most commonly used item. Numeric items are assigned a specific number of points.

Pass/Fail is an all or nothing grade item.

Formula uses performance of other items in an instructor created formula to determine a grade.

Calculated Grade allows you to determine the current cumulative score of a student based on selected grade items.

Text items are places for notes and note calculated into a final grade.

Numeric and Pass/Fail Items

Give your item a **Name**. If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: Provide a short name for your item. This will save space in your gradebook.

Use the dropdown menu under **Category** to select a category for the item to fall under. Not every item will fall under a category – for instance, a text item might be without a specific category.

Decide the **maximum Points** for the grade item. Regardless of points you assign to an item, if you chose to distribute weight evenly within a category, all items will have the same weight.

Weight of an item was determined during category set up. If you chose to manually assign weight, you can do that here. If you chose to distribute weight evenly, the weight of the categories will be automatically figured as you create the items.

Determine if the item **Can Exceed** the total number of points it is worth.

If it's a bonus item, check the **Bonus** box.

General

Type

Numeric

Name *

Example

Short Name

Ex

Category

iLrn Assessments (10% of final grade) ⌄   [New Category]

▷ Show Description

Grading

Maximum Points *

10

Weight *

10

Can Exceed

☐

Bonus

☐

The **Grade Scheme** will default to the VSU Percentage scheme.

Attach **Rubrics** if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach a later time.

Display Options allows you to set the student and instructor views.

Select the **Display class average to users** if you want students to see the average of the item.

Select the **Display grade distribution to users** to allow students to see a chart that depicts that different grade percentiles based on class performance.

Both of these categories are helpful in allowing students to reflect on their progress as compared to their peers.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select **Override display options for this item** and then select/deselect as needed for both student views and teacher views.

When your item has been created, choose **Save and Close.**

Repeat this process for any numeric or pass/fail items you need to create in your gradebook.

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ❓

☐ Display grade distribution to users ❓

☑ Override display options for this item ❓

Show

☑ Points grade
☑ Weighted grade
☑ Grade scheme symbol
☑ Grade scheme color

Managing View

☐ Override display options for this item ❓

Show

☑ Points grade
☐ Weighted grade
☐ Grade scheme symbol
☑ Grade scheme color

Formula Items

Give your item a name. If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: provide a short name for your item. This will save space in your gradebook.

Type your desired point value for that item into the Maximum Points box.

Select the edit using the formula editor option. This allows you to create the formula that will determine a student's score on this specific grade item. Formulas are created based on assignments that students have completed. Example: There are ten total ticket-out-the-doors. Students must do at least five to receive full credit for their ticket-out-the-doors. Create a formula that tracks the number of TODs a student completes and gives them a 100 if they have done at least five.

General

Type

Formula

Name *

Short Name

▷ Show Description

Grading

Maximum Points *

100

Validate	Preview

= I

<< < > >>   Backspace Clear

( ) 7 8 9 /

Grade Item: -- Select a Grade Item -- ∨   Points Received ∨   Insert   AND   = <> 4 5 6 *

Function: -- Select a Function -- ∨   Start Next Term End   OR   < > 1 2 3 -

<= >= 0 . +

Validate your formula and then select the blue **Insert** at the bottom of this window.

Determine if the item **Can Exceed** the total number of points it is worth.

The **Grade Scheme** will default to the VSU Percentage scheme.

Attach **Rubrics** if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach a later time.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select **Override display options for this item** and then select/deselect as needed for both student views and teacher views.

When your item has been created, choose **Save and Close.**

Repeat this process for any formula items you need to create in your gradebook.

Calculated

Give your item a name. if you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional: Provide a short name for your item. This will save space in your gradebook.

Determine if the can exceed the total number of points it is worth.

The grade scheme will default to the VSU percentage scheme.

General

Type

Calculated

Name *

Short Name

▷ Show Description

Grading

Can Exceed

Grade Scheme

-- Default Scheme -- (Clawson)

Decide which items will go into this **Calculation** and
select the box next to those items. Determine the calculation method, Milestone or Final Grade.

Attach rubrics if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach at a later time.

Calculation Method

⦿ Milestone Grade Calculation
◯ Final Grade Calculation

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select **Override display options for this item** and then select/deselect as needed for both student views and teacher views.

When your item has been created, choose save and close.

Repeat this process for any Calculated Items you need to create in your gradebook.

Give your item a name. If you will be tying this item to something else in BlazeVIEW, it helps to give it the same name.

Optional, provide a short name for your item. This will save space in your gradebook.

Attach rubrics if you will be using them to grade this item. If you have not created the rubric yet, you can also create it here or you can choose to create your rubric and attach at a later time.

Display options were already created when you completed your Gradebook Setup Wizard, however you can choose to override those options for any items you create. To do so, select **Override display options for this item** and then change the character count as needed.
When your item has been created, choose save and close.

Repeat this process for any text items you need to create in your gradebook.

General

Type

Text

Name *

Short Name

❓

▷ Show Description

Grading

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Display Options

▼ Hide Display Options

Managing View

☐ Override display options for this item ❓

Show

50   Number of characters to show for this grade item

Associating Gradebook Items

The gradebook allows for ease of grading, but learning activities in BlazeVIEW must be tied to specific gradebook items in order for the grades to populate into the gradebook.

Assignments

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.
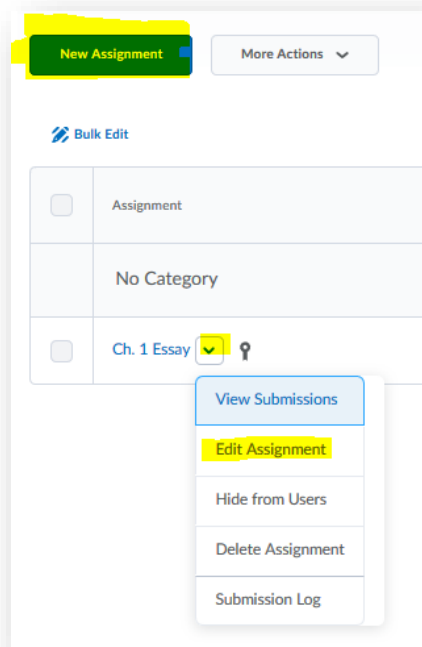
From the top of your course, choose "Assessments."

Select "Assignments."
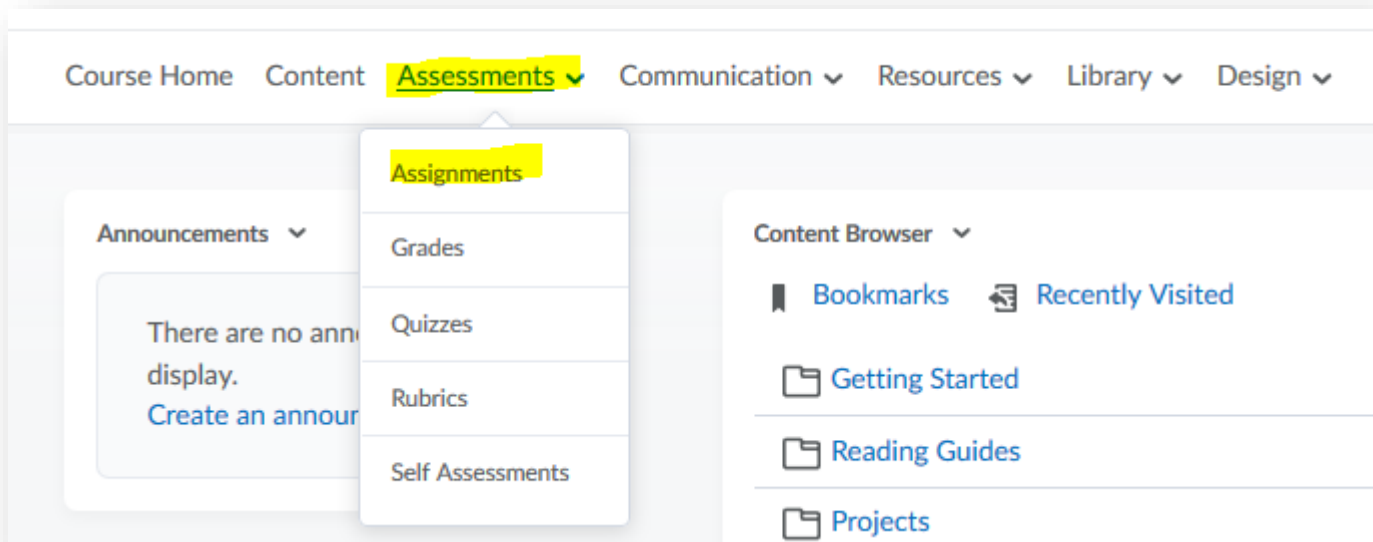
If you are creating a new assignment, select the blue "New Assignment" option.

If you are editing a pre-existing assignment, choose the arrow next to the assignment title and select "Edit Assignment."

On the properties page, scroll down until you see the subtitle Evaluation and feedback.

Locate the "Grade Item" drop down. To select a pre-existing gradebook item, choose the drop down and then select the specific item you wish to associate with this assignment. You can also create a new gradebook item to associate this learning task with.

Evaluation and Feedback

Score Out Of

25 ?

Grade Item

Essay ∨ [New Grade Item]

Student View Preview

25 / 25 - 100 % ∨

Choose save and close.

You can check this association by returning to your gradebook and entering the "Manage Grades" tab. Locate the item to ensure that there is something in the association column.

Grade Item	Type	Association	Max. Points	Weight
Essay ∨	Numeric	Assignments ?	25	10

You can also view the details of a specific item and view the assignment it is associated with.

Essay ∨

Edit Grade Item

iLrn As

Enter Grades

f ∨

View Statistics

Points

Event Log

General

Type

Numeric

Association

This grade item is associated with the assignment "Ch. 1 Essay"

Quizzes

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.
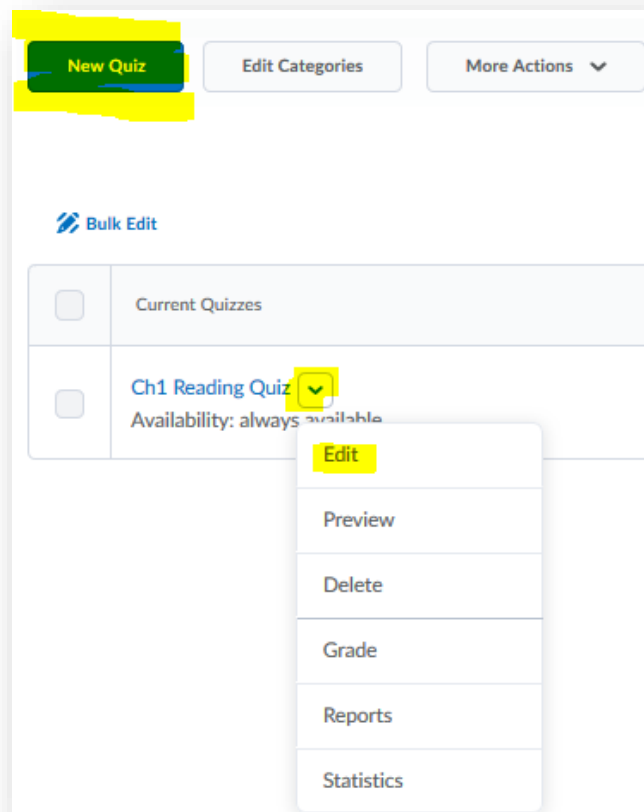
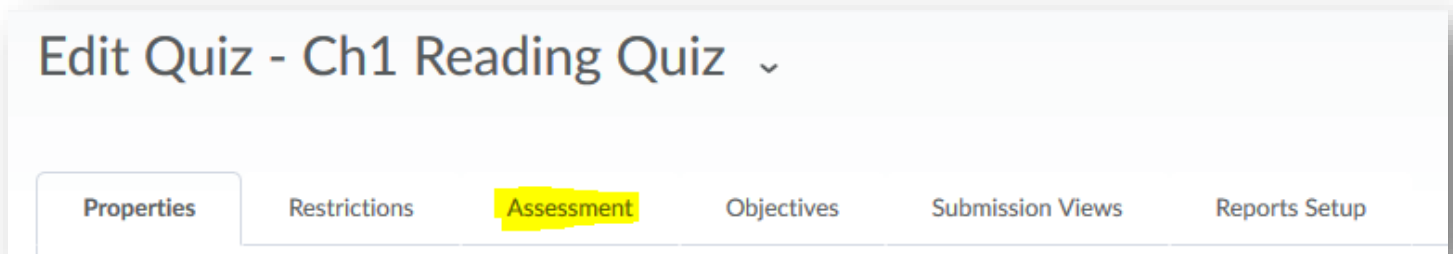From the top of your course, choose "Assessments."

Select "Quizzes."
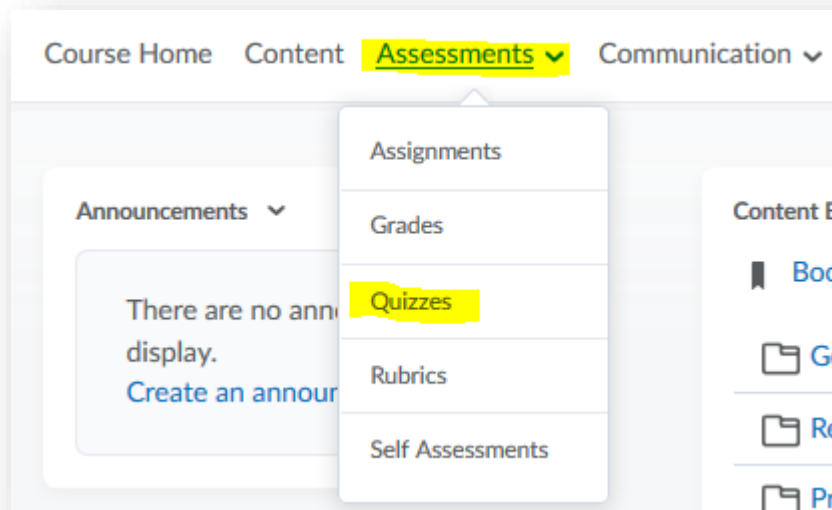
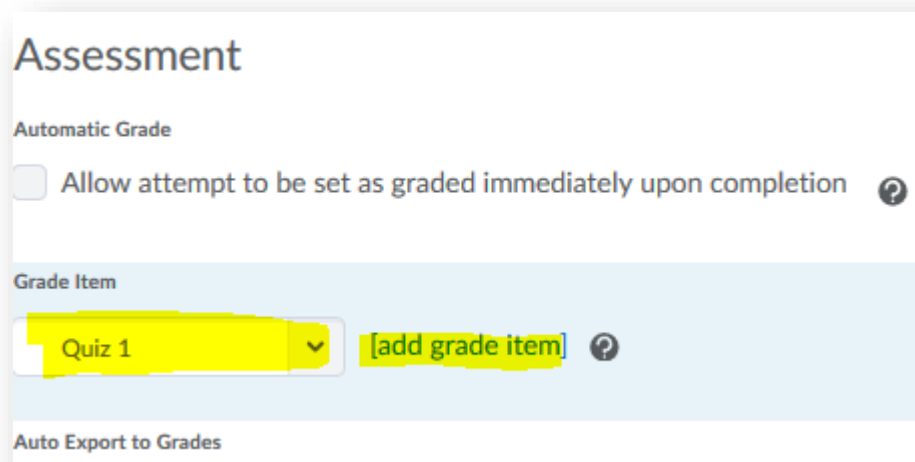If you are creating a new quiz, select the blue "New Quiz" option.

If you are editing a pre-existing quiz, choose the arrow next to the quiz title and select "Edit."

Choose the "Assessment" tab in this editing window.

Edit Quiz - Ch1 Reading Quiz ⌄

| Properties | Restrictions | Assessment | Objectives | Submission Views | Reports Setup |

Locate the "Grade Item" drop down. To select a pre-existing gradebook item, choose the drop down and then select the specific item you wish to associate with this quiz. You can also create a new gradebook item to associate this learning task with.

Assessment

Automatic Grade

☐ Allow attempt to be set as graded immediately upon completion ❓

Grade Item

Quiz 1 ⌄   [add grade item] ❓

Auto Export to Grades

To automatically publish quiz grades to your gradebook, select "Allow automatic export to grades."
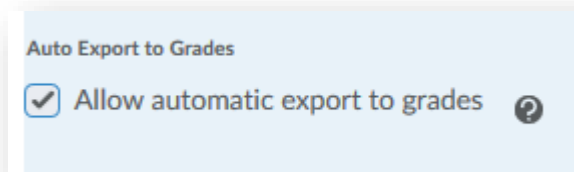
Auto Export to Grades

☑ Allow automatic export to grades ❓

Choose save and close.

You can check this association by returning to your gradebook and entering the "Manage Grades" tab. Locate the item to ensure that there is something in the association column.

Grade Item	Type	Association	Max. Points	Weight
iLrn Assessments ⌄				10
Quiz 1 ⌄	Numeric	Quizzes ❓	10	10

You can also view the details of a specific item and view the quiz it is associated with by edit the grade item.

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

From the top of your course, choose "Communication."

Select "Discussions."
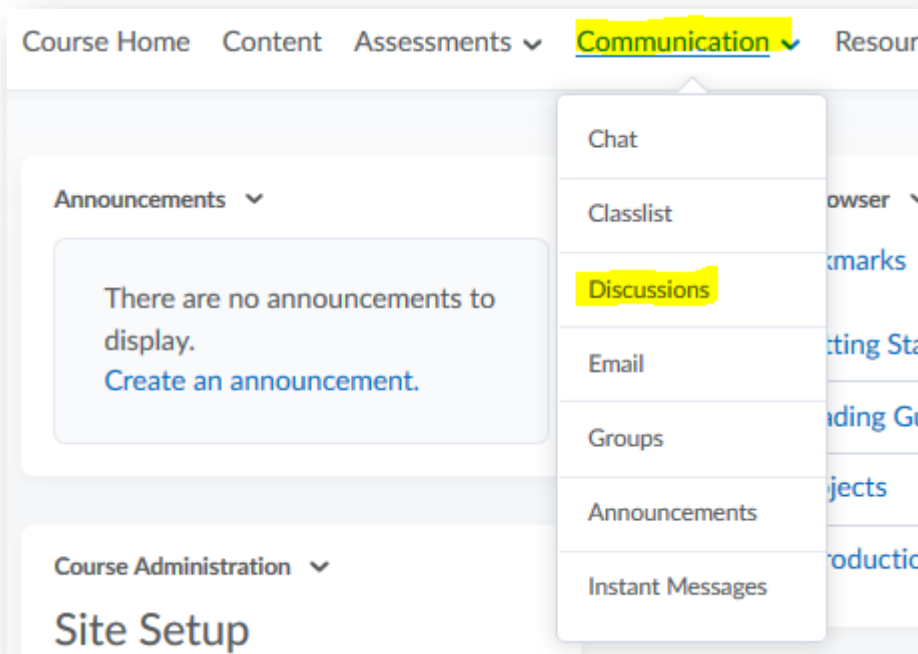
If you are creating a new discussion post, select the "New Topic" option.

If you are editing a pre-existing discussion, choose the arrow next to the topic name and select "Edit topic."
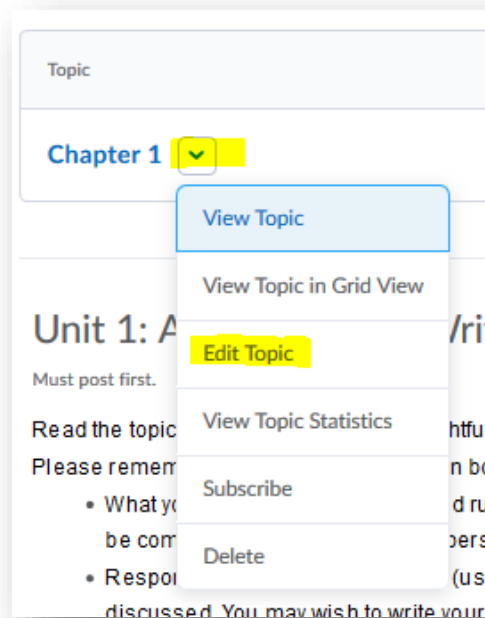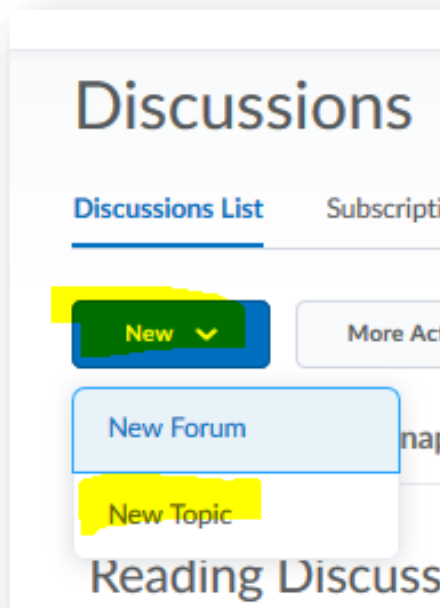
Choose the "Assessment" tab in this editing window.
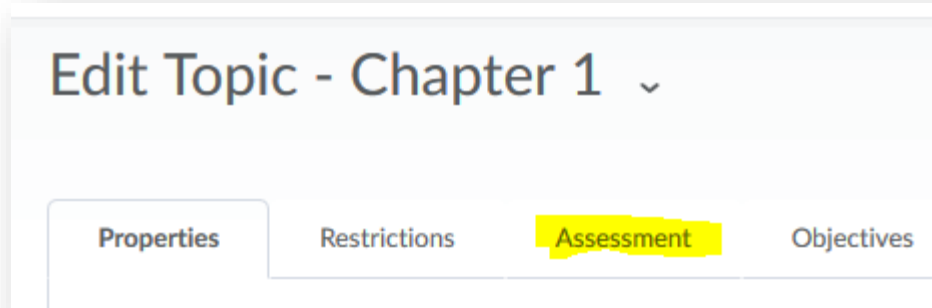
Edit Topic - Chapter 1 ⌄

| Properties | Restrictions | Assessment | Objectives |

Locate the "Grade Item" drop down. To select a pre-existing gradebook item, choose the drop down and then select the specific item you wish to associate with this assignment. You can also create a new gradebook item to associate this learning task with.

Assessment

Grade Item

Discussions ⌄   [New Grade Item] ?
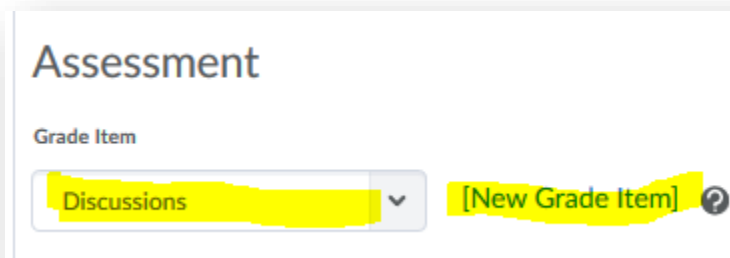
Choose save and close.

You can check this association by returning to your gradebook and entering the "Manage Grades" tab. Locate the item to ensure that there is something in the association column.

Grade Item	Type	Association	Max. Points	Weight
Discussions ⌄	Numeric	Discussions ?	10	10

You can also view the details of a specific item and view the discussion it is associated with.

General

Type

Numeric

Association

This grade item is associated with the discussion topic "Chapter 1"
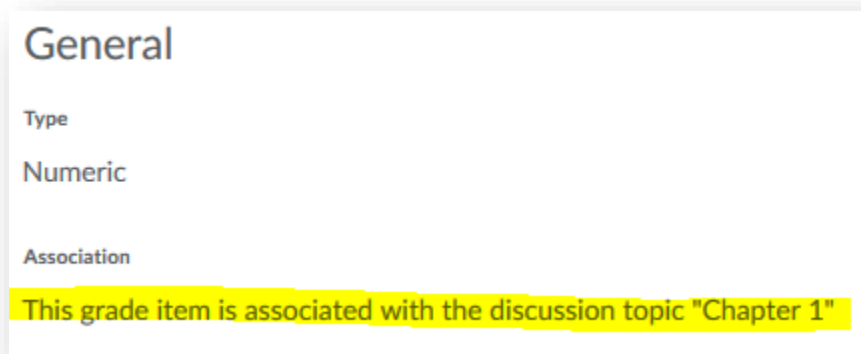
Delete a grade item

Oftentimes, there will be a need to delete items from your gradebook.

From your gradebook, select **Manage Grades**.
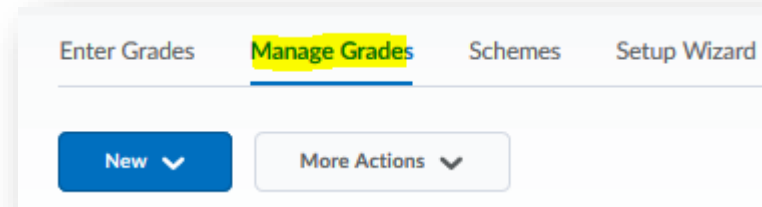
Find the item you wish to delete and make sure it is not associated with a learning activity. If it has an association, you will be unable to delete it. Example: The Discussion grade item below is associated with a discussion post, so I will be unable to delete this grade item from the gradebook.

To delete the association, locate that learning activity and enter edit mode. Under the Grade Item drop down menu, select **none** or **Choose a grade item**.
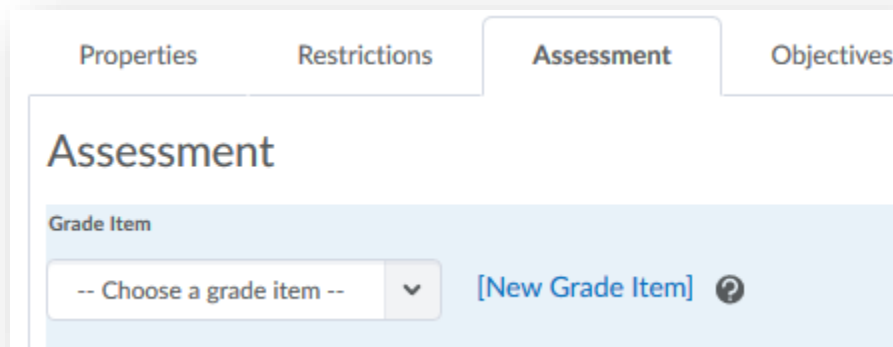
Choose save and close.

In the **Manage Grades** tab, select **More Actions** and **Delete**.
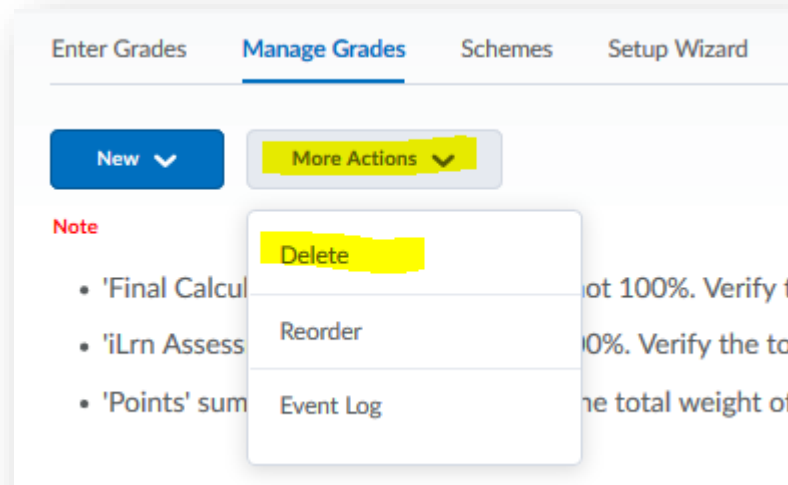
Select the box next to the item you wish to delete and choose **Delete**. ****Remember, you will be unable to select grade items that have an association.**
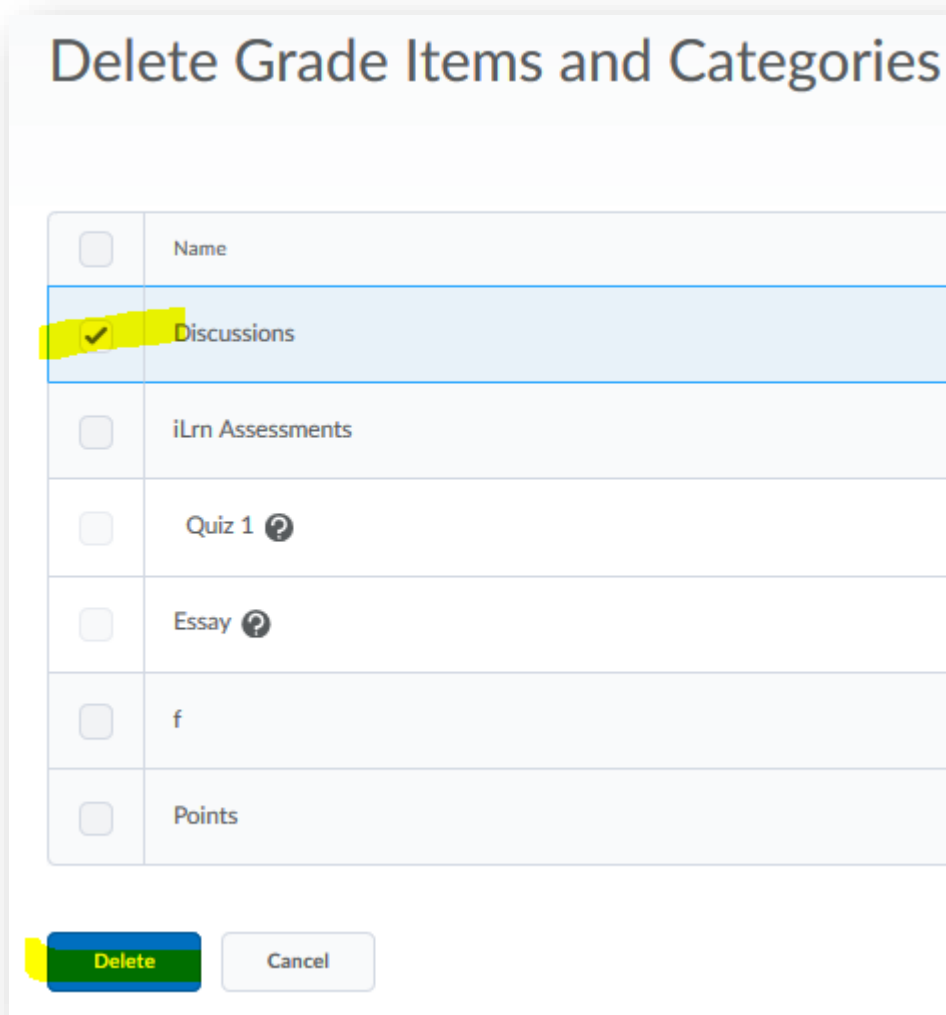
You will see one more prompt asking if you are sure you want to delete the item. Select **Delete.**

Reorder grade items in gradebook

As you progress through a course, you may find that you want to rearrange items and categories in your gradebook.

From your gradebook, select **Manage Grades.**
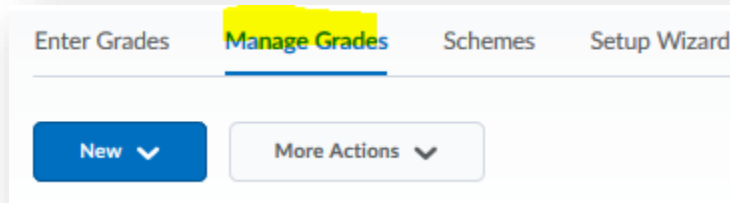
Under **More Actions**, choose **Reorder**.
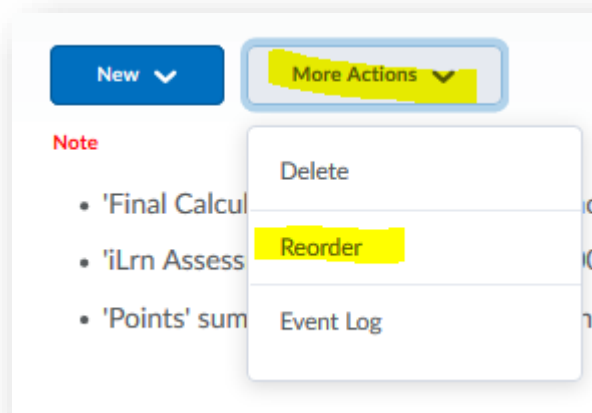
To reorganize your categories and items, use the **Sort Order** column on the right.

Once you've adjusted the order, select the blue **Save** button.

## Grading in the Manage Grades Tab

Use the **Manage Grades** tab to grade by assignment.

From your gradebook, select **Manage Grades.**
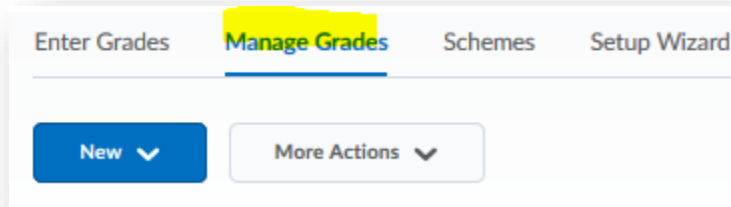
Locate the item you wish to assess and select the arrow next to the name of the item. Then, choose **Enter Grades**.
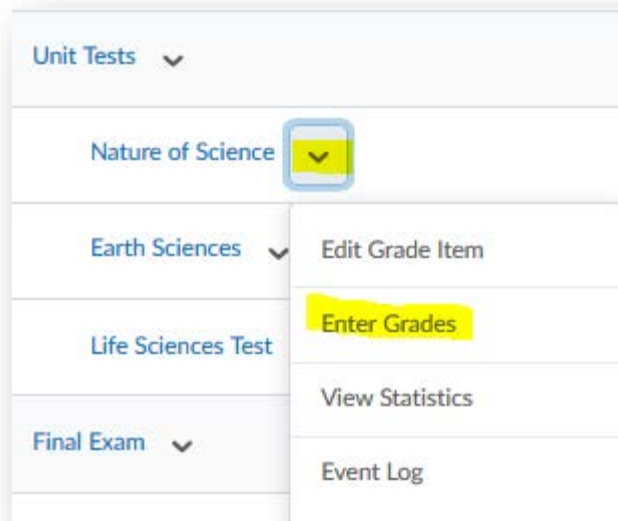
Type the grade in the space provided. If you wish to provide feedback, links, or additional information, select the **pencil** in the feedback column and post there.

Provide Bulk Feedback

When grading, you may find that you wish to provide the same bulk feedback to many students. For example, you want to give feedback to everyone who did not do an assignment to let them know they have a two-day extension.

From your gradebook, select **Manage Grades.**
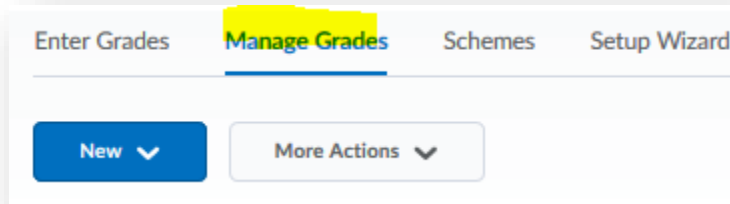
Locate the assignment you wish to insert the bulk feedback and select the arrow next to the name of the item. Then, choose **Enter Grades**.
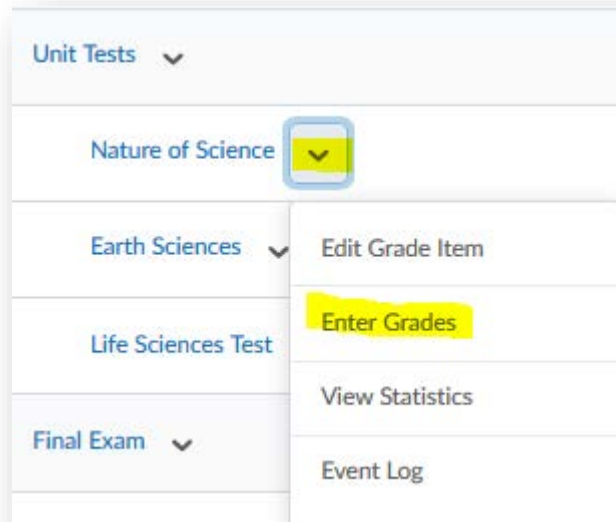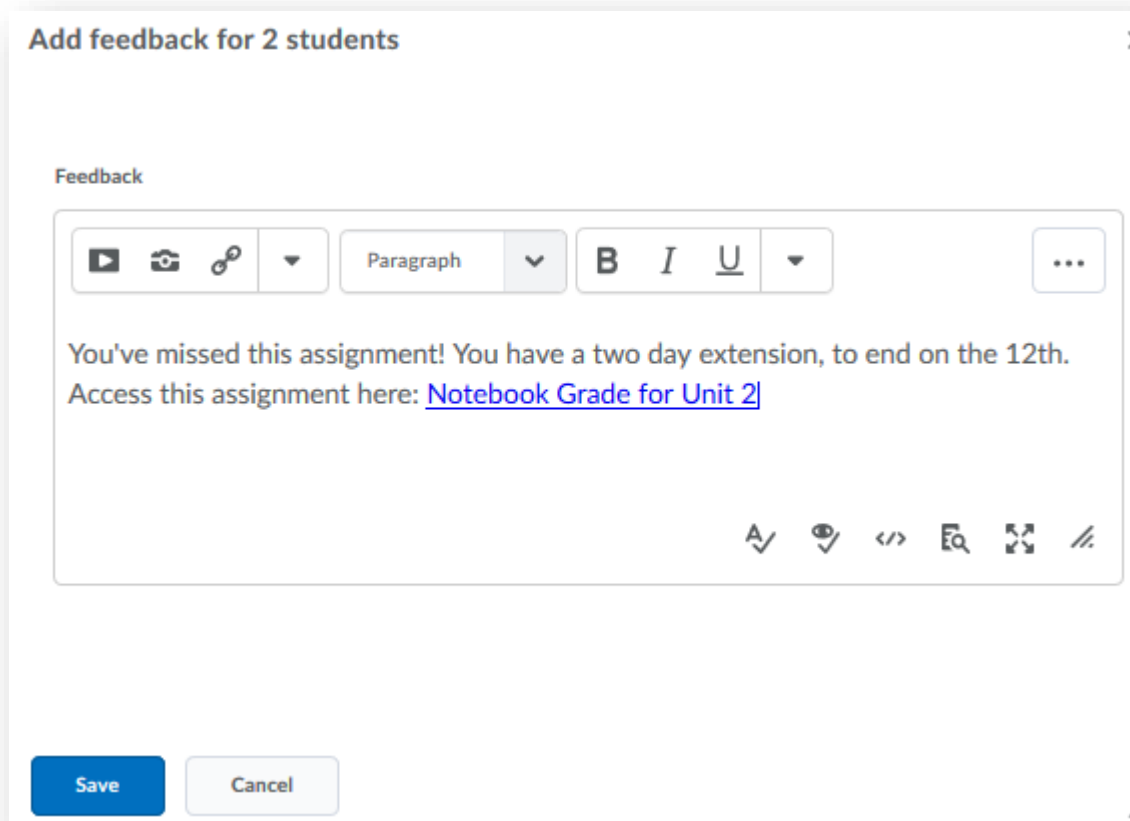

For each student you wish to post the feedback to, select the box next to their name.
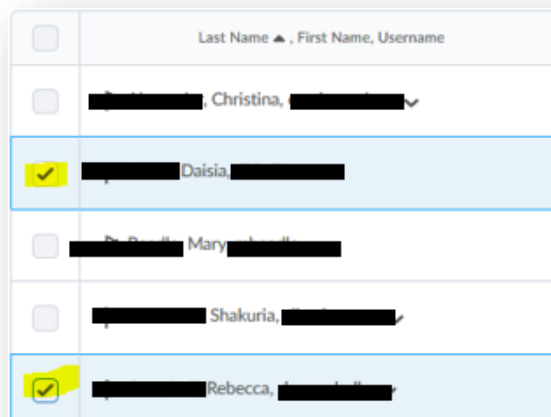
Choose the **Add Feedback** option found at the top of this assignment.
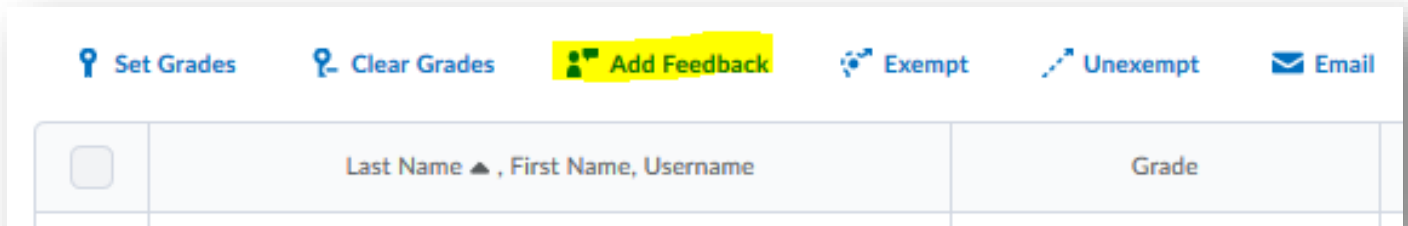
Type your feedback. You can attach documents, link content and learning activities from other areas of your BlazeVIEW course, post external links, and embed videos. When you are done, select **Save**.

The feedback now appears in the selected students' **Feedback** column. Students will see this feedback in their gradebook.
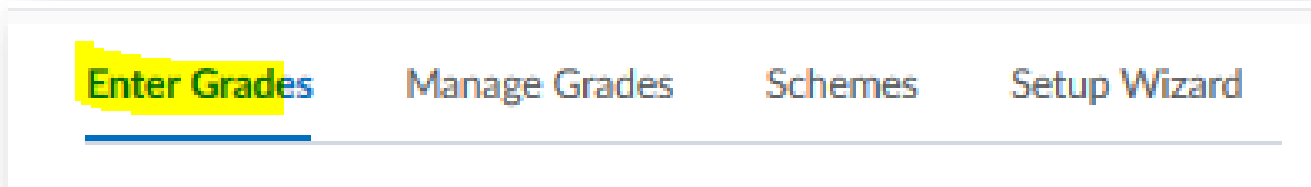

When you are done, choose the blue **Save and Close** at the bottom of your screen.
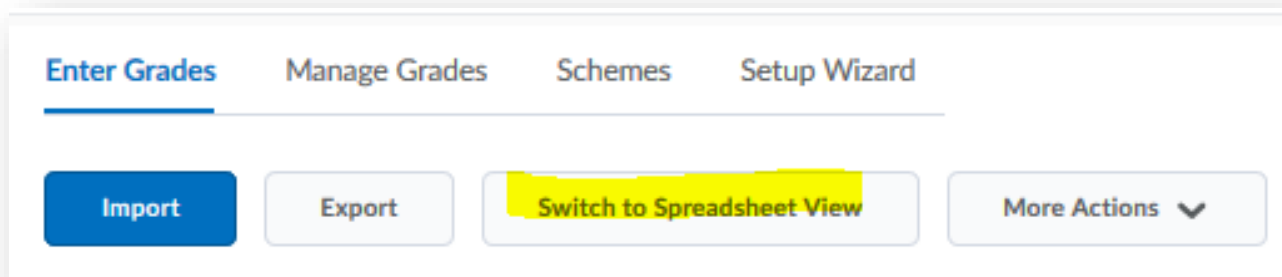
Grading in the Enter Grades Tab

Use the **Enter Grades** tab to grade by assignment and/or student.

From your gradebook, select **Enter Grades.**

Check the view your gradebook is in. The gradebook is automatically set to **Standard** View. To adjust grades, you must be in **Spreadsheet View**.

Once in **Spreadsheet View**, you can type grades into the available blanks.

If you make any changes, select the blue **Save** option at the bottom of your screen.

Sorting and Organizing your Gradebook

Use the **Enter Grades** tab to sort your gradebook by name, grade on an assignment, etc. You can also hide/show specific columns when focusing on specific items.

From your gradebook, select **Enter Grades.**

Enter Grades   Manage Grades   Schemes   Setup Wizard

To sort by name by last name from A-Z, select **Last Name** and ensure the triangle points up.

Last Name ▲ , First Name, Username

To sort by last name from Z-A, select **Last Name** and ensure the triangle points down.

Last Name ▼ , First Name, Username

To sort by first name from A-Z, select **First Name** and ensure the triangle points up.
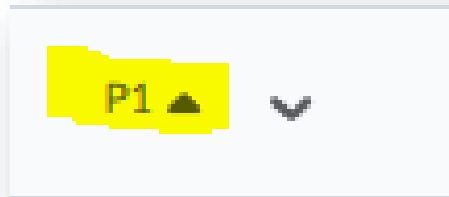
First Name ▲ , Last Name, Username

To sort by first name from Z-A, select **First Name** and ensure the triangle points down.
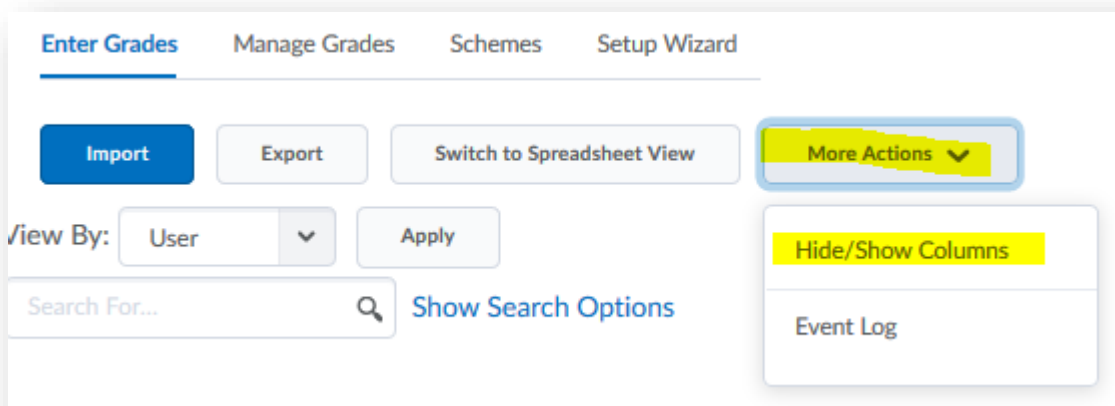
First Name ▼ , Last Name, Username

To sort from lowest grade to highest grade on a specific assignment, select the assignment name and ensure the triangle points up.

P1 ▲   ⌄

To sort from the highest grade to the lowest grade on a specific assignment, select the assignment name and ensure the triangle points down.

P1 ▼   ⌄
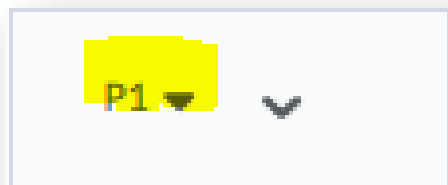
To view specific grade items, select **More Actions** and **Hide/Show Columns**.

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   Switch to Spreadsheet View   More Actions ⌄

View By: User   ⌄   Apply   Hide/Show Columns

Search For...   🔍   Show Search Options   Event Log

From here, choose the items you want to work with by clicking the box next to item name. (This does not impact the student view.) When you are done, choose the blue **Save**.

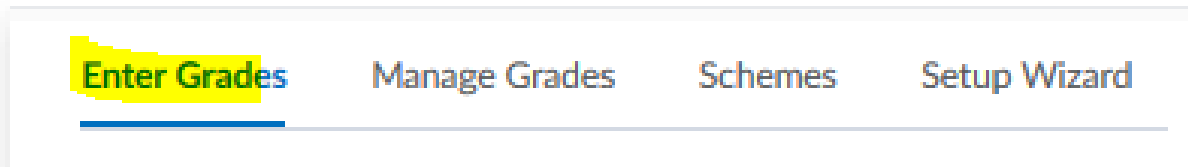|	Grade Item	Type
☐		
☐	Online Participation	
✔	P1	Numeric
☐	P2	Numeric
☐	P3	Numeric
✔	P4	Numeric
✔	P5	Numeric
✔	P6	Numeric

Save   Cancel

Viewing Item and Category Statistics

Reviewing statistics of your items and categories can help to pinpoint trends in your courses.

From your gradebook, select **Enter Grades.**

To view statistics of a category, locate the category you wish to work with. Select the arrow next to the category name and then **Statistics**.
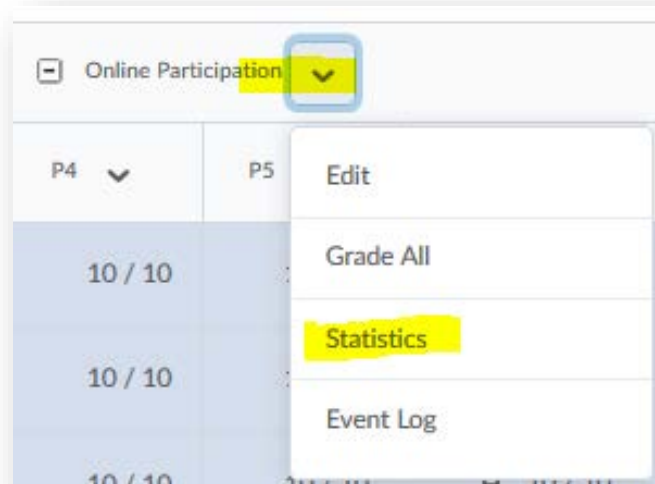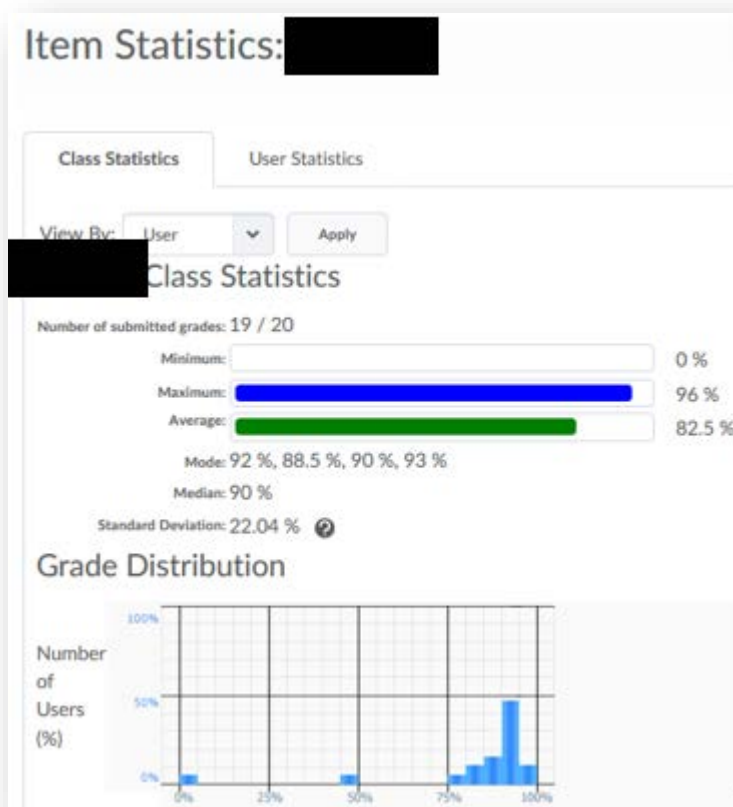

Here, you can view the class average for assignments in the category, grade distribution, and individual user statistics.
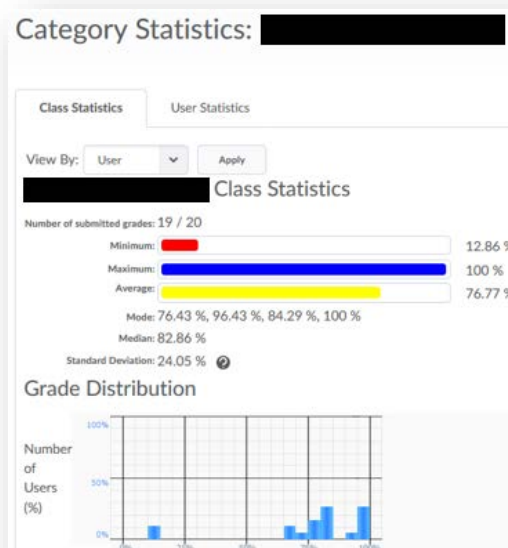
To view statistics of an item, locate the item you wish to work with. Select the arrow next to the item name and then **Statistics**.
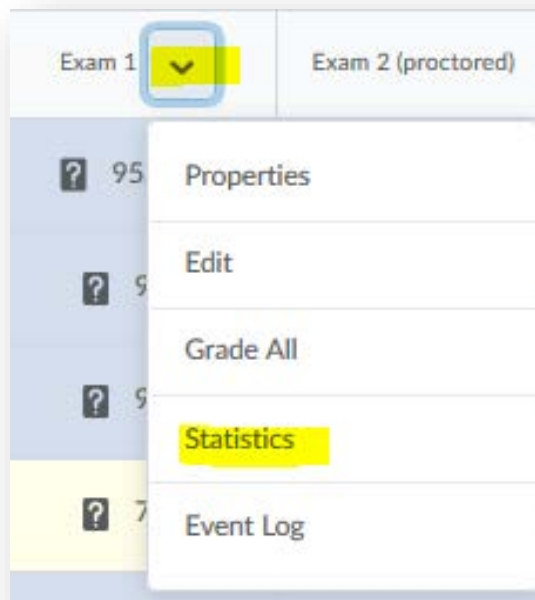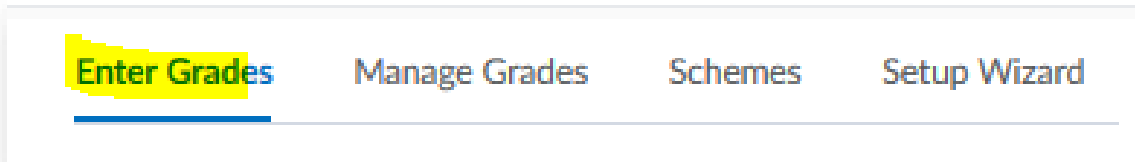

Here, you can view the class average for individual assignments, grade distribution, and individual user statistics.
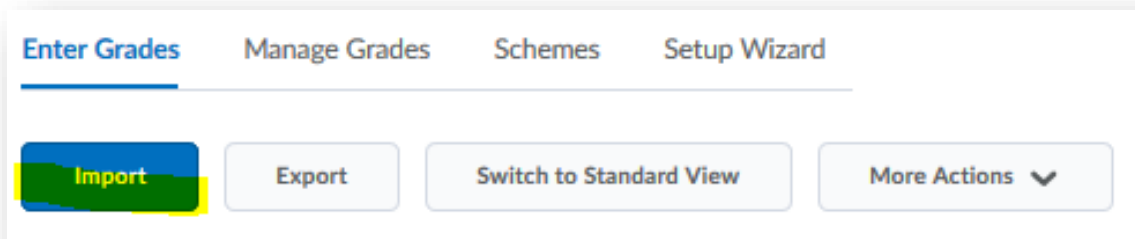
Importing into Gradebook

Instructors who prefer to keep track of grades in excel can upload a .csv file into BlazeVIEW and transfer their spreadsheet gradebook into the BlazeVIEW Gradebook.

From your gradebook, select **Enter Grades.**

Enter Grades   Manage Grades   Schemes   Setup Wizard

Choose the blue **Import** option.

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   Switch to Standard View   More Actions ∨

Your excel spreadsheet must be in a .csv file to be imported. Use the **Sample Import File** provided to ensure your file is in the correct format.

To upload your file, select **Browse** and choose the appropriate file from your computer.

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

📄 Grades_Sample_Import_File.csv (657 Bytes)

Import File *

Browse...   No file selected.

Item Creation

☐ Create new grade item when an unrecognized item is referenced   ⍰

Continue   Cancel

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

📄 Grades_Sample_Import_File.csv (657 Bytes)

Import File *

Browse...   No file selected.

Item Creation

☐ Create new grade item when an unrecognized item is referenced   ❓

| Continue | Cancel |

If your excel file contains grade items that do not currently exist in your BlazeVIEW gradebook, select **Create new grade item when an unrecognized item is referenced**. You will be prompted to select the grade item type and properties.

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

📄 Grades_Sample_Import_File.csv (657 Bytes)

Import File *

[Browse...] No file selected.

Item Creation

☐ Create new grade item when an unrecognized item is referenced ❓

[Continue] [Cancel]

Choose the blue **Continue.**

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

📄 Grades_Sample_Import_File.csv (657 Bytes)

Import File *

[Browse...] No file selected.

Item Creation

☐ Create new grade item when an unrecognized item is referenced ❓

[Continue] [Cancel]

Review any error messages you associated with your import, and choose **Continue.** You will have the opportunity to preview your import. If it is satisfactory, click **Import.**
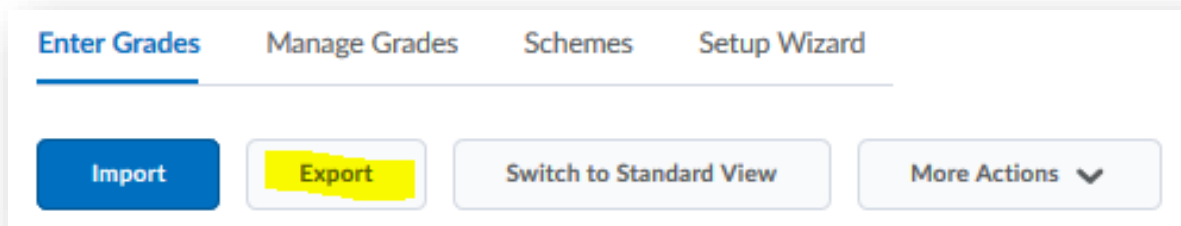
Exporting your Gradebook

Exporting your gradebook is helpful to keep records of grades, reorganize in excel, configure averages, etc.

From your gradebook, select **Enter Grades.**
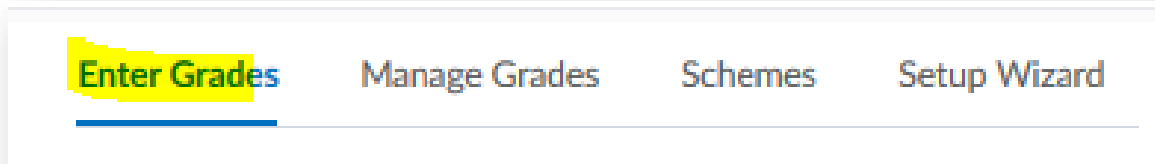
Choose the **Export** option.

Determine your exporting options. You can export by org ID, username, or both. Determine the grade values you want exported (points, weighted, grade scheme). Decide if you would like to include user details, such as name or email.

Choose the items and categories you wish to export by selectin and deselecting the boxes next to the category and item names.

	Grade Item
☐	iLrn Assessments
✔	Quiz 1
✔	Subtotal ❓
☐	Essay
☐	f No Items!
☐	Points No Items!
✔	Final Calculated Grade ❓
✔	Final Adjusted Grade

Choose the file type you want: csv or excel. It is recommended you export in .csv if you will be importing this file after making changes.

Export to CSV   Export To Excel   Cancel

After making your decisions, a pop-up window will appear with your file ready to be downloaded.