Weighting Grades in the Gradebook:

This guide will walk you through the process of weighting grades for areas or for the specific assignments of a course.

**Step 1:** Click on the **Control Panel** button from the Course Menu and select **Gradebook**.

**Step 2:** Click on the **Weight Grades** button.

**Step 3:** You can choose to weight grades by **category** or by the **specific** item. Select one of the options then give a percentage to each category or item.

**Step 4:** Hit **Submit** to complete the changes.

**Note:** When weighting grades, make sure all weights add up to 100%. Otherwise, a problem may occur.
Adaptive Release

If you are familiar with Blackboard you remember that in the instructor view next to each piece of content there have been three buttons: Modify, Copy and Remove. In this update they’ve added a fourth: Manage.

The manage button is used to control several of the new features including Review Status and Adaptive Release.

Adaptive release allows an Instructor to created custom learning paths through course content and activities. Content items, discussions, assessments, assignments, or other activities can be released to students based on a set of criteria including: date and time, specific users, group membership, institution role, grades or attempts on a particular test or assignment, or review status of another item in the course.

To create a basic Adaptive Release rule, use the first option: Adaptive Release. This allows for a single rule: Date or Membership or Gradebook Item or Review Status. To use any of these in combination you will need to use the Adaptive Release: Advanced.

To Set a Rule in Adaptive Release: Advanced

1. Click Rule on the menu bar. You will see the Add Rule page.
2. Give this rule a name. Remember rules can be reused so give it a descriptive name.
3. Click Submit. You will now see the Manage Criteria screen.

Manage Criteria: Rule 1

Create release criteria for this item using the rule types above. Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

Content Status: Available

No criteria exist for this rule.

You can add criteria to this rule to narrow the ability of users to view this content item. Once rules are established and applied to an item, visibility of that item is restricted to those users who meet the criteria of the rules. You can add multiple rules to a single item and once a user meets any of the rules the content will be available.
EXAMPLE 1
You may have a student who knows they will be unable to take a test during the established test time. If you wish to make the test available to only select students you can use the Adaptive Release to achieve this.

1. Locate the assessment within the course and click the Manage button.
2. If this is the only availability restriction you will be placing on the test, select Adaptive Release.
3. Scroll down to the second section labeled Membership.
4. In the Username text box, enter the uniqname for the student OR click Browse to search for the student in your course. If you enter more than one uniqname, they should be separated with a comma.
5. Once you have the users selected scroll to the bottom and click Submit.

Now only the users included in the Membership will have access to the test. You will need to go back and remove this rule if you wish to make the test available for the rest of the class.

OR

Using the scenario above you could use the Advanced Adaptive Release to establish two Rules instead of having to manually make the test available later. The first rule would be to allow the specific users access and the second rule would be a Date rule to open the test to the rest of the class.

A Rule is a set of criteria that determines the visibility of this content item to users. If multiple rules are created, the content will be visible to the user if any of the rules are met. Add, modify, or remove criteria in any rule by clicking Modify beside that rule.

Content Status: Available

<table>
<thead>
<tr>
<th>Rule Name</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>early for class</td>
<td>Membership: 1 Users</td>
</tr>
<tr>
<td>or open for class</td>
<td>Date: Display After Oct 31, 2005 3:00 PM, Display Until Nov 4, 2005 3:00 PM</td>
</tr>
</tbody>
</table>

EXAMPLE 2
An instructor creates a content folder called Unit 1 and makes the item available in Course Document. The instructor wants Unit 1 to remain unavailable to students until they have marked the Syllabus ‘Reviewed’ AND scored a 10 on a syllabus quiz.

The instructor would need to establish a rule to apply to the Unit 1 folder. That rule would be established in the Advanced Adaptive Release section and would use two criteria: review status and gradebook item. To do this:
1. Locate the Unit 1 folder in the edit view and click Manage.
3. Click Click Rule on the menu bar. You will see the Add Rule page.
4. Give this rule a name. Remember you can create more than one rule for an item so give it a descriptive name. (I will call mine open Unit 1)
5. Click Submit. You will now see the Manage Criteria screen.
6. The student needs to have reviewed the syllabus first so click Review Status from the Add menu. This allows us to select an item from the course that should be reviewed first. In our case, we select Syllabus from the course map. And click Submit.

```
Review Status: open Unit 1
```

Each criteria added will narrow the ability for a user to view an item.

1. **Review Status**
   - This content item is Visible to all users until a Review Status criteria is created.
   - Selecting an item will enable Review for that item.
   - **Select an item** /Course Information/Syllabus

2. **Submit**
   - Click Submit to finish. Click Cancel to quit.

7. Next we want to set the criteria that the student score a 10 on the syllabus quiz. To do this we Select Gradebook Item. This displays the gradebook item criteria page. From here we select a gradebook item and then the condition that must be met. Click Submit.

```
Gradebook Item
```

Each criteria added will narrow the ability for a user to view an item.

1. **Gradebook Item**
   - This content item is Visible to all users until a Gradebook item criteria is created.
   - Possible points on a Gradebook item are listed in brackets beside the item. The score entered must be numeric.

   **Select a Gradebook Item** Syllabus Quiz [20]

   **Select Condition**
   - Item has at least one attempt. An attempt is recorded for any Gradebook item when the user submits a test or survey, or when a score is entered or modified.
   - Score Greater than or equal to 10

2. **Submit**
   - Click Submit to finish. Click Cancel to quit.
8. Now you should see that there are two criteria set for the rule called open Unit 1. Notice that the criteria are Review Status AND Gradebook Item. (You can not have an OR in the criteria of a single rule.)

![Manage Criteria: open Unit 1]

Create release criteria for this item using the rule types above. Adding criteria to this rule will narrow the ability of users to view this content item. If the item is unavailable, all rules will be ignored. If there are date rules on the item, those dates will narrow any date criteria rules set on this page.

**Content Status:** Available

<table>
<thead>
<tr>
<th>Criteria Type</th>
<th>Description</th>
<th>Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Status</td>
<td>Syllabus</td>
<td></td>
</tr>
<tr>
<td>AND Gradebook Item</td>
<td>Syllabus Quiz (Greater than or equal to 10.0)</td>
<td></td>
</tr>
</tbody>
</table>

9. Click OK. You will see the Rules for this item. Click OK again to return to the Manage menu for this item.
Adding a Gradable Item

This guide will walk you through the process of adding a gradable item to your course.

Step 1: Click on the Control Panel link.

Step 2: Click on the Gradebook link.

Step 3: Click on the Add Item button.

Gradebook View Spreadsheet

Step 4: Now you should see the Item Information. Make sure you set the desired amount of points possible. Choose how you want the grade to be displayed (Complete/Incomplete, Letter, Percentage, Score, or Text).

Add/Modify Gradebook Item

Step 5: Select a Yes in both rows to Make item visible to students and include item in gradebook score calculations.
Step 6: Click Submit to add the item.

Step 7: You will receive a confirmation receipt. Click the OK button to close the window.
Creating a Pool

This guide will walk you through the process of creating a pool in your Blackboard course. The pool Manager allows Instructors to store questions for repeated use. You can create new questions to include in pools and add questions that have been created in other tests or pools. Pools are course-specific although pools from other courses can be imported through the pool Manager.

>> Note: When creating question Pools for Pools, Instructors must add correct answers, as if they were creating Test questions. These answers will be ignored once the question is copied into a Pool.

Step 1: Click on the Control Panel link and choose the Pool Manager.

Step 2: Click on the Add Pool button.

Pool Manager

Add and import Pools of questions for use in assessments.

Step 3: In the Name text box, enter the name of the category of questions that you will create. Naming conventions are useful to narrow the search when later adding a question from a pool for an assessment. In the text box directly underneath the name text box, enter a description of helpful reminders of what the questions pertain to.

Step 4: Enter instructions into the instructions text box and then hit Submit.

Setting Options for the Pool:

Step 1: Click on the Creation Settings button, to set the settings of the pool.

Step 2: Click on the desired settings for your pool.
Step 3: Click on the Submit button. This will bring you to a receipt page, to notify you that your creation settings were accepted. Click on the button to continue.

Adding Questions to the Pool:

Step 1: From the drop down box on the Pool Canvas window, choose the type of question that you would like to add. Then click on Go.

>> Note: There are several different types of questions to use to create your pool. Click on the following question types to learn how to use each type. The questions are Multiple Choice, True/False, Multiple Answer, Ordering, Matching, Fill in the Blank, Essay, Random Block, and From a Question Pool.

Step 2: When you are finished creating the questions for the pool, click to close the Pool Canvas page.

Step 3: Click to close the Pool Manager page.
Creating a Survey

This guide will walk you through the process of creating a survey in your Blackboard course.

Step 1: Click on the Control Panel link and choose the Content Area and folder that you would like to add the survey in.

Step 2: Select Survey from the drop down box and click Go.

Step 3: Click on the Create button.

Step 4: This brings you to the Survey Information page. Here you will type in the Name and a Description of your Survey. Next, type in the instructions of the survey which can include the due date or other necessary information.

Step 5: Click on the Submit button to continue with the creation of the survey.

>> Note: There is a difference between Smart Text, Plain Text, and HTML. Smart Text automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. Plain Text displays text as written. HTML displays text as coded using HTML tags. We would recommend that you leave it selected as Smart Text.
Setting Options for the Survey:

Step 1: Click on the Creation Settings button, to set the settings of the survey.

Survey Creation Settings

1. **Creation Settings**
   - Display the following options during the creation of this Survey
     - Add images, files, and URLs to questions.
     - Add images, files, and URLs to answers.
     - Add categories and keywords to questions.

2. **Submit**
   - Click Submit to finish. Click Cancel to quit.

Step 2: Click in the box for each desired setting for your survey. Each of these items will be added officially when you create your questions for your survey.

Step 3: Click on the Submit button. This will bring you to a receipt page, to notify you that your creation settings were accepted. Click on the button to continue.

Adding Questions to the Survey:

Step 1: From the drop down box on the Survey Canvas window, choose the type of question that you would like to add. Then click on Go.

>> Note: There are several different types of questions to use to create your survey. Click on the following question types to learn how to use each type. The questions are Multiple Choice, True/False, Multiple Answer, Ordering, Matching, Fill in the Blank, Essay, Random Block, and From a Question Pool.
Step 2: Click on the button to complete the addition of your survey.
Creating a Test

This guide will walk you through the process of creating a test in your Blackboard course.

Step 1: Click on the Control Panel link and choose the Content Area and folder that you would like to add the test in.

Step 2: Click on the Add Test button to add your test.

Step 3: Click on the Create button.

Step 4: This will bring you to a test information page. On this page you will include such information as Name of the test and the Description of what the test will cover. You may click Preview to look at your description of the test. The Instructions text box allows you to leave detailed directions for this test.

Step 5: Click on the Submit button to continue with the creation of the test.

>> Note: There is a difference between Smart Text, Plain Text, and HTML. Smart Text automatically recognizes a link entered in the text box. Smart text recognizes the ENTER key as a paragraph tag and accepts HTML tags as well. Smart Text will also prompt to load images if an image source text is used when adding smart text as part of a content item. Plain Text displays text as written.
**HTML** displays text as coded using HTML tags. We would recommend that you leave it selected as *Smart Text*.

**Setting Options for the Test:**

Step 1: Click on the Creation Settings button, to set the settings of the test.

Step 2: Click on the desired settings for your test. Each of these items will be added officially when you create your questions for your test.

**Test Creation Settings**

<table>
<thead>
<tr>
<th>Creation Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display the following options during the creation of this Test</td>
</tr>
<tr>
<td>Provide feedback for individual answers.</td>
</tr>
<tr>
<td>Add images, files, and URLs to questions.</td>
</tr>
<tr>
<td>Add images, files, and URLs to answers.</td>
</tr>
<tr>
<td>Add categories and keywords to questions.</td>
</tr>
<tr>
<td>Specify default point values for questions.</td>
</tr>
<tr>
<td>Default point value 10</td>
</tr>
</tbody>
</table>

Step 3: Click on the Submit button. This will bring you to a receipt page, to notify you that your creation settings were accepted. Click on the **OK** button to continue.

**Adding Questions to the Test:**

Step 1: From the drop down box, choose the type of question that you would like to add. Then click on Go.

**>> Note:** There are several different types of questions to use to create your test. Click on the following question types to learn how to use each type. The questions are Multiple Choice, True/False, Multiple Answer, Ordering, Matching, Fill in the Blank, Essay, Random Block, and From a Question Pool.
Step 2: Click on the OK button to complete the addition of your test.
Creating an Assessment from a Pool

This guide will walk you through the process of creating an assessment from a pool in your Blackboard course. This allows you to reuse the same questions found in a pool without having to retype them into the assessment.

Step 1: Click on the Control Panel link, then click on Test Manager.

Step 2: Click on either the Add Test button or hit Modify on a current test.

Step 3: Click on the drop down box and select From a Question Pool or Assessment and click on the GO button.

Step 4: Select the pool or test that you would like to search in for the question you would like to add to your assessment. Then, select on the type of question that you are searching for. If you are unsure, click on All. Next, click on the Search button.
Step 5: It will show you a page of results that meet your criteria. Click on each of the check boxes directly to the left of the question that you would like to add to your assessment. Then click on the Submit button to add these questions to your assessment.
Downloading Grades from the Gradebook

This guide will walk you through the process of downloading grades from the gradebook of your Blackboard course. You can download and save a gradebook for use in a spreadsheet program or as a comma-delimited file.

Step 1: Click on the Control Panel link and select Gradebook.

Step 2: Click on the Download Grades link.

View Spreadsheet


Step 3: Select how you wish the file to be delimited, with fields either separated by commas or by tabs. Hit the Submit button after selecting an option.

Download Gradebook

Select Delimiter

Select the delimiter type for the downloaded file

Delimiter Type: ☐ Comma ☐ Tab

Submit

Step 4: Click on the Download button to download the Gradebook.

Step 5: Click on the Save button to save the pool. This will bring up a Save As window, select a location on your computer and click Save.

Step 6: The grades will be downloaded as a Microsoft Excel spreadsheet. You can open the file (if you have the correct software) or close the window.
Step 7: Click on the **OK** button to close the download window. Click on the **OK** button to close the Gradebook window.
Exporting a Pool

This guide will walk you through the process of exporting a pool in your Blackboard course.

Step 1: Click on the Control Panel link and choose the Pool Manager.

Step 2: Directly to the right of the name of the pool that you would like to export, click on the Export button.

Step 3: Click on the Save button to save the pool. This will bring up a Save As window, select a location on your computer and click Save.

Step 4: After the download is complete, you have the option to open the file, assuming you have a program that can open and extract .zip files; you can open a windows explorer window to the folder where the file was downloaded to; or you can just close the download complete window.

Step 5: Click on the **OK** button to close the Pool Manager page.
Gradebook Null Option

While this change seems minor, it adds functionality to the gradebook allowing for grades to be dropped and extra credit to be added more easily when weighting grades.

Previously in Blackboard you will remember that if a student did not submit a particular assignment a dash remained in the gradebook. In the score calculations this dash was added as a zero score. A new option to ignore ungraded items, or nulls, when calculating the total and weighted total appears in Application Pack 3.

When nulls are ignored, the Total and Weighted Total columns in the Gradebook are renamed to Running Total and Running Weighted Total.

This also affects the class average for items. In the previous version of Blackboard, if there were 10 students and only half submitted work, even if the half got perfect scores, the class average would be 50% or less for that gradebook entry. Now with the gradebook null option only the scores entered will be used in the average calculation.

Existing courses will continue to include ungraded items until this feature is enabled in the specific course. After confirming that the option is available, follow the steps below to set the Gradebook to ignore ungraded items.

1. Open the Gradebook.
2. Click Total or WeightedTotal. (After setting one to ignore or include ungraded items, be sure to set the other one.)
3. Click Item Information.
4. Select Yes or No for Exempt items that have not been graded.
## Add/Modify Gradebook Item

### Item Information

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The unweighted sum of all grades for a user.</td>
</tr>
</tbody>
</table>

**Exempt items that have not been graded**

- Yes
- No

*(Exempting items that have not been graded will make this a running total.)*

**Display As:**

- Score

### Options

Select **Yes** to make this Gradebook item unavailable in the Student Gradebook.

**Make item available to users.**

- Yes
- No

### Submit

Click **Submit** to finish. Click **Cancel** to quit.
Importing a Pool

This guide will walk you through the process of importing a pool in your Blackboard course.

Step 1: Click on the Control Panel link and choose the Pool Manager.

Step 2: In the Pool Manager, click on the Import button. Click Browse to find the pool on your computer.

Step 3: Click Submit to upload that pool. You will receive a timestamp receipt for the import.
Partial Credit

Many question types now allow for partial credit. To specify partial credit, check the **Allow Partial Credit** box in the options section of the question creation screen.

This will add a text entry box to each answer choice. You can then add a percentage of the total point value that this response should receive. Please note that the correct response (designated by a selected radio button) will not have a text entry box as it is assumed that the correct answer will receive 100% of the possible point value.
Performance Dashboard

The **Performance Dashboard** provides a quick way to view user progress in a course. Instead of relying on course statistics, this provides information on the user’s last login information including the number of days since a user entered the course. Instructors can also see the Review Status of all currently available items for a single user in the course.

To view the status of an item in the Performance Dashboard:

1. Select **Performance Dashboard** under Assessments on the Control Panel. The dashboard will appear.
2. Select the number under the review status column next to the user in question. The Review Status page for this user appears. The Instructor may check the Review Status for each item that has the Review Status enabled, either through an Adaptive Release Rule or the Review Status Option.
3. Click OK to return to the Dashboard.

To view the Adaptive Release progress of a particular user:

1. Select the Adaptive Release icon next to the user’s information.
2. This will open a pop-up window of the course map with icons to designate if a particular piece of content is visible to this user, and the review status of items.

3. Close this window and return to the Performance Dashboard.
Question Completion Status

Question completion gives students the ability to keep track of their progress while taking a test in Blackboard. Previously a save button was included at the bottom or end of each test, and users could save their responses by clicking the save button. Now, a save button next to each question provides a reminder to save periodically.

Once any save button is clicked, the question status indicator is updated to show which questions have been completed. This indicator appears at the top of the page, just below the instructions. If an answer is changed, the save button should be clicked again to save that change.

If the assessment is set to display question-by-question, the status box is updated on the next page to show the previous question was answered or left unanswered. If backtracking is allowed, students can use the indicator to navigate between questions.
Randomize Multiple Choice Answers

Multiple Choice answers can be randomized for each question. Previously only the order of questions could be randomized within a test. Now with multiple choice, the answer choices can also display in random order.

To do this, put a check in the box next to Show Answers in Random Order in the options section of the question creation screen.

** This options is also available for other question types.
Resetting a Survey or Test

This guide will walk you through the process of resetting a survey or test in your Blackboard course.

Step 1: Click on the Control Panel link and select Gradebook.

<table>
<thead>
<tr>
<th>Assessment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
<td>Gradebook</td>
</tr>
<tr>
<td>Survey Manager</td>
<td>Gradebook Views</td>
</tr>
<tr>
<td>Pool Manager</td>
<td>Course Statistics</td>
</tr>
</tbody>
</table>

Step 2: Find the student and the item that you would like to reset, then click on the score, padlock, !, or checkmark (which ever symbol is present).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Possible</th>
<th>Class Average</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>3</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Step 3: Click on the View button to the far right of the screen.

Step 4: Click on the Clear Attempt button to the far right of the screen.

Step 5: This will open up a second screen. Click on the button to reset the item. Click on the Cancel button to cancel the process.

Step 6: This will bring you back to the Gradebook where you are able to scroll down the page and see a "-" in the spot where the previous symbol or grade was. Scroll down to the bottom of the page and click on the button to close the Gradebook page.
Review Status

The Review Status tool allows instructors to track user review of specific content items.

Review status is not automatic; you must enable this for each piece of content you wish to include in the User Progress page or Performance Dashboard. These pages indicate whether a user has marked an item as ‘Reviewed’.

To Enable Review Status for an item:

1. Locate the item in the course through the Control Panel or the edit view of the content area.
2. Select Manage next to the content item. The manage page appears.
4. Select Enable and click Submit. The new status appears on the manage page underneath the Review Status link.

Once you have enabled review status for a particular piece of content, the Student will see a Review button to the right of the item. When clicked, the button will toggle between “Mark Reviewed” and “Reviewed”.

<table>
<thead>
<tr>
<th></th>
<th>Review Status Table</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>If Review is enabled, users will have the ability to mark this item as Reviewed. If Review is disabled, no option will appear.</td>
</tr>
<tr>
<td></td>
<td>Review: ⃝ Enable ⃝ Disable</td>
</tr>
<tr>
<td></td>
<td>Submit</td>
</tr>
<tr>
<td></td>
<td>Click Submit to finish. Click Cancel to quit.</td>
</tr>
</tbody>
</table>
The state a student leaves the button is what will appear when you review the Performance Dashboard or the User Progress in the Manage menu.
User Progress

Adaptive Release and Review Status: User Progress enables the instructor to see at a glance which students have access to a piece of content and whether an item has been marked as reviewed.

To view the user progress for particular item you must have the review status or adaptive release set for that piece of content.

1. Click the Manage button for the item.
2. From the Manage screen, select Adaptive Release and Review Status: User Progress. The User Progress page for this item will display.
3. Notice the rules applied to the item are listed at the top. For each user the availability is displayed as an open or closed eye. The Review status is displayed as a radio button, either empty or checked. The date the student marked the content as reviewed is also given.
4. Once finished reviewing the user progress for this item, click OK to return to the Manage menu.

User Progress

At least one of the following rules must be satisfied to make this content item visible. Click a Rule name to view the details.

**Rule:** Rule 1 (None)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Course Role</th>
<th>Visibility</th>
<th>Reviewed</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bentley</td>
<td>Courtney</td>
<td>adminb</td>
<td>Instructor</td>
<td></td>
<td></td>
<td>Oct 20, 2005</td>
</tr>
<tr>
<td>Bentley</td>
<td>Courtney</td>
<td>bentleystudent</td>
<td>Student</td>
<td></td>
<td></td>
<td>3:09:24 PM</td>
</tr>
<tr>
<td>Doe</td>
<td>Jane</td>
<td>jane</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Course Statistics:

This guide will walk you through the process of viewing course statistics in your Blackboard course.

Step 1: Clicking on the Control Panel link and select Course Statistics.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Course Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Manager</td>
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<tr>
<td>Survey Manager</td>
<td>Gradebook Views</td>
</tr>
<tr>
<td>Pool Manager</td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Select the report type that you would like to have. There are four options: Overall summary of usage, Accesses by Content Area, Accesses by Groups, and Accesses by Forums.

1. Select Report

   Select Report: Overall Summary of Usage

2. Filter Options

   Time Period:
   - Start Date: Oct 28 2004
   - Until this date:
   - End Date: Oct 29 2004

   Users: All Users

Step 3: Select the time period that you would like your report to be based on. Select either all users to be considered or select users from the list and only they will be considered in the report.

Step 4: Click on the Submit button to submit the filter options.

Step 5: You will then see the course statistics. There are three options from this page. The first is to change the filter options on what the report is based on. The second is to print the results. The third option is to export data to be saved and this allows you to display the information in a particular style, but this does involve some time.
<table>
<thead>
<tr>
<th>Area ID</th>
<th>Hits</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Group Management</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Address Book</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Announcements</td>
<td>101</td>
<td>23.16%</td>
</tr>
<tr>
<td>Blackboard Content Player</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
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Viewing Survey Results

This guide will walk you through the process of viewing survey results in your Blackboard course.

Step 1: Click on the Control Panel link and select Gradebook.

Step 2: Click on the heading of the survey that you would like to view.

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>mid-term evaluation*</th>
<th>End of Term Course Evaluation*</th>
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<tr>
<td>Account 30, Training</td>
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</table>

Step 3: Click on the Assessment Attempt Details link. As a caution, know that this may take a few moments to load.

📖 Item Options: End of Term Course Evaluation

- **Item Grade List**: View and modify users’ grades.
- **Item Detail**: View detailed statistics for the Gradebook item.
- **Item Information**: Modify the name, description, availability, and other properties of the Gradebook item.
- **Assessment Attempt Details**: View attempt statistics for this item.
- **Download Results**: Download test/survey results

Step 4: The Assessment Stats window will load with the results of the survey.

Step 5: Click on the OK button at the bottom of the screen to close the Assessment Stats page. Click on the OK button to close the Item Options page.