

Using BeachBoard's Gradebook at the End of the Semester

By default, your BeachBoard gradebook shows you every grade you have entered for your students throughout the semester. In some cases, your gradebook could have so many scoring columns that the column showing your student's running totals [their final grade in points] and weighted totals [their final grade with weights applied to various assignments] run off the page.

COURSES > > CONTROL PANEL > GRADEBOOK

Gradebook [View Spreadsheet](#)

Add Item
 Manage Items
 Gradebook Settings
 Weight Grades
 Download Grades
 Upload Grades

Sort Items by Filter Items by Category Filter Users by Last Name







Name (Last, First)	Case Study # 1	Case Study # 2	Case Study # 3	Case Study # 4	Case Study # 5	Final Report of Case Study #6	Annotated Bibliography	Al
	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %	Assignment Pts Possible 5 Weight 5 %
[Name]	B+	A-	-	-	-	-	A	
[Name]	B	A-	-	-	-	-	-	
[Name]	B	A-	-	-	-	-	-	
[Name]	B-	B	-	-	-	-	E	
[Name]	A-	A	-	-	-	-	-	
[Name]	-	A-	-	-	-	-	-	
[Name]	B	A	-	-	-	-	-	
[Name]	B-	A+	-	-	-	-	C	
[Name]	B-	A+	-	-	-	-	E	
[Name]	B	A-	-	-	-	-	-	
[Name]	A-	-	-	-	-	-	-	
[Name]	A-	A-	-	-	-	-	-	
[Name]	-	-	-	-	-	-	-	
[Name]	A-	A-	-	-	-	-	A	

Once you are certain that the individual grades in each scoring column are correct and that students who earned zeros on particular assignments or assessments actually received zeros, you can easily "hide" your gradebook's scoring columns and only view your students' running or weighted totals.

To View Only Your Students' Running Total

Your students' "Running Total" is your students' final grade without any weights. To view your students' running total, in your BeachBoard gradebook click on the pull-down list next to "Filter Items by Category," choose "Total," and then click on the "Go" button.

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Sort Items by
 Filter Items by Category

Name (Last, First)	Case Study # 1 Assignment Pts Possible 5 Weight 5%	Case Study # 2 Assignment Pts Possible 5 Weight 5%	Case Study # 3 Assignment Pts Possible 5 Weight 5%	Case Study # 4 Assignment Pts Possible 5 Weight 5%	Final Report of Case Study #6 Assignment Pts Possible 5 Weight 5%	Annotated Bibliography Assignment Pts Possible 5 Weight 5%
	B+	A-	-	-	-	A
	B	A-	-	-	-	-
	B	A-	-	-	-	-
	B-	B	-	-	-	E
	A-	A	-	-	-	-
	-	A-	-	-	-	-
	B	A	-	-	-	-
	B-	A+	-	-	-	C
	B-	A+	-	-	-	E
	B	A-	-	-	-	-

Filter Items by Category dropdown menu:

- All
- Assignment
- Attendance
- Essay
- Exam
- Extra Credit
- Final
- Final Exam
- Group Project
- Homework
- Journal
- Lab
- Midterm
- Midterm Exam
- Other
- Paper
- Presentation
- Problem Set
- Quiz
- Survey
- Total**
- Turnitin Assignment
- Weighted Total

This opens a screen showing you two columns: Your students' names [in alphabetical order by last name] and your students' running total in points.

Name (Last, First)	Running Total Pts Possible 90
	18.6
	8.7
	8.75
	8.2
	9.5
	4.7
	9
	17
	13.8
	8.75
	4.5
	9.2
	-
	18.7

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Displaying records 1 - 14

To Display Your Student's Campus IDs in Your BeachBoard Gradebook

By default, BeachBoard only shows you your students' names, not their campus IDs. To change this, click on the "Gradebook Settings" icon at the top of your gradebook.

Gradebook Settings

This opens your Gradebook Settings. Click on "Spreadsheet Settings."

[COURSES](#) > > [CONTROL PANEL](#) > [GRADEBOOK](#) > GRADEBOOK SETTINGS

Gradebook Settings

- ▶ **Spreadsheet Settings**
Change the way student information is displayed in the Spreadsheet.
- ▶ **Manage Gradebook Categories**
Manage categories for weighting and filtering Gradebook items.
- ▶ **Manage Display Options**
Create and modify grade display options and set their values.

Click on the checkbox next to "Username" and then click on the "Submit" button.

Spreadsheet Settings

1 Options

Choose spreadsheet display options (at least one must be selected):

- Name: Last, First (example: Public, John Q.)
- Name: First Last (example: John Q. Public)
- Username
- Student ID

2 Submit

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

Cancel

Submit

BeachBoard will give you a receipt telling you that your settings have been updated. Click on the "OK" button.

[COURSES](#) > > [CONTROL PANEL](#) > [GRADEBOOK](#) > GRADEBOOK SETTINGS

Gradebook Settings

- ▶ **Spreadsheet Settings**
Change the way student information is displayed in the Spreadsheet.
- ▶ **Manage Gradebook Categories**
Manage categories for weighting and filtering Gradebook items.
- ▶ **Manage Display Options**
Create and modify grade display options and set their values.

OK

This takes you back to the "Spreadsheet Settings" page. Click on the "OK" button.

[COURSES](#) >

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[GRADEBOOK](#) >

GRADEBOOK SETTINGS



Gradebook Settings

- ▶ [Spreadsheet Settings](#)
Change the way student information is displayed in the Spreadsheet.
- ▶ [Manage Gradebook Categories](#)
Manage categories for weighting and filtering Gradebook items.
- ▶ [Manage Display Options](#)
Create and modify grade display options and set their values.



This takes you back to your gradebook. Notice there is now a new column showing your students' campus IDs [which BeachBoard considers to be "Usernames."]

COURSES > NRS&G 680B THEORETICAL BASE ADV NRS&G PRACT 7877 > CONTROL PANEL > GRADEBOOK

Gradebook [View Spreadsheet](#)

Add Item
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Sort Items by Filter Items by Category Filter Users by Last Name

Name (Last, First)	Username	Running Total*
		Pts Possible 90
[Faded]	[Faded]	18.6
[Faded]	[Faded]	8.7
[Faded]	[Faded]	8.75
[Faded]	[Faded]	8.2
[Faded]	[Faded]	9.5
[Faded]	[Faded]	4.7
[Faded]	[Faded]	9
[Faded]	[Faded]	17
[Faded]	[Faded]	13.8
[Faded]	[Faded]	8.75
[Faded]	[Faded]	4.5
[Faded]	[Faded]	9.2
[Faded]	[Faded]	-
[Faded]	[Faded]	18.7

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Displaying Your Final Grades as a Letter or Percentage


By default, BeachBoard shows you your students' running totals in points. You can also view your students' running totals as a letter grade or a percentage. To do this, click on the "Running Total" link at the top of the Running Total column in your BeachBoard gradebook.



Image 4: BeachBoard's Running Total link.

This opens the Item Options for the Running Total. Click on the “Item Information” link.

[COURSES](#) > [CONTROL PANEL](#) > [GRADEBOOK](#) > ITEM OPTIONS: RUNNING TOTAL

 **Item Options: Running Total**

- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)
Modify the name, description, availability, and other properties of the Gradebook item.


This opens the Add/Modify Gradebook item page.

WARNING: BY DEFAULT, BEACHBOARD EXEMPTS ITEMS THAT HAVE NOT BEEN GRADED FROM THE RUNNING TOTAL. This is not a problem when you deal with raw scores – points are points. The problem arises when you convert raw scores into letter grades or percentages. Before you display your students’ running total as a letter or percentage, go back to your gradebook and double-check that all students who deserved to receive a zero on a particular assignment or assessment actually received a zero. Blank scores in BeachBoard’s gradebook are counted as “excused absences” and those **missing scores are not included in the student’s final letter or percentage grade.**

Example: In a class that has four assessments, a student gets a 90% on the first assessment and then stops coming to class. Unless the instructor manually enters a grade of zero for assessments two through four, when the instructor changes the Running Total’s “Display As” options from “Score” to “Letter” or “Percentage,” that student will automatically receive a running total/final grade of “A” or “90%.” REMEMBER: **BY DEFAULT, BEACHBOARD EXEMPTS ITEMS THAT HAVE NOT BEEN GRADED FROM THE RUNNING TOTAL.**

You can turn off “Exempt items that have not been graded” by click on the button next to the word “No.”

In the "Display As" pull-down list, chose how you want your students' final grade to appear in your gradebook. Then click on the submit button.

 **Add/Modify Gradebook Item**

1 Item Information

Item Name	Running Total
Description	The unweighted sum of all grades for a user, exempting items that have not been graded.
Exempt items that have not been graded	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>(Exempting items that have not been graded will make this a running total.)</i>
Display As:	<div style="border: 1px solid red; padding: 2px;">Score Complete/Incomplete Letter Percentage Score Text</div>

2 Options

Select **No** to make this Gradebook item unavailable to users.


Make item available to users. Yes No

3 Submit

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

BeachBoard will give you a receipt telling you that your gradebook item was successfully updated. Click on the "OK" button.

[COURSES](#) > [CONTROL PANEL](#) > [GRADEBOOK](#) > [ITEM OPTIONS](#) > [ITEM INFORMATION](#)

 **Gradebook Item successfully updated.**

Item Updated.

Thursday, November 3, 2005 9:40:08 AM PST

This takes you back to the Item Options for the Running Total. Click on the "OK" button.

COURSES > > CONTROL PANEL > GRADEBOOK > ITEM OPTIONS: RUNNING TOTAL

Item Options: Running Total

- ▶ [Item Detail](#)
View detailed statistics for the Gradebook item.
- ▶ [Item Information](#)
Modify the name, description, availability, and other properties of the Gradebook item.

This takes you back to the gradebook. Notice that your running total display has changed.

COURSES > NRS6 6608 THEORETICAL BASE ADV NRS6 PRACT 7877 > CONTROL PANEL > GRADEBOOK

Gradebook View Spreadsheet

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Sort Items by
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 Filter Users by Last

Name (Last, First)	Username	Running Total*
		Pts Possible 90
...	...	A-
...	...	B+
...	...	B+
...	...	F
...	...	A
...	...	A-
...	...	A-
...	...	B
...	...	D+
...	...	B+
...	...	A-
...	...	A-
...	...	-
...	...	A-

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Here is how BeachBoard determines letter grades:

Percentage	Letter Grade
97% to 100%	A+
94% to 97%	A
90% to 94%	A-
87% to 90%	B+
84% to 87%	B
80% to 84%	B-
77% to 80%	C+
74% to 77%	C
70% to 74%	C-
67% to 70%	D+
64% to 67%	D
60% to 64%	D-
0% to 60%	F