

Blackboard (Bb) Vista

- Creating Grade Forms

Introduction

Bb grading form can be used to grade Students' work based on specific criteria. It also provides clear performance indicators for Students and consistent grading guidelines for Section Instructors and Teaching Assistants. After you create the grading form, it will be available as a grading option for assignments and discussion topics.

Logging into Bb Vista

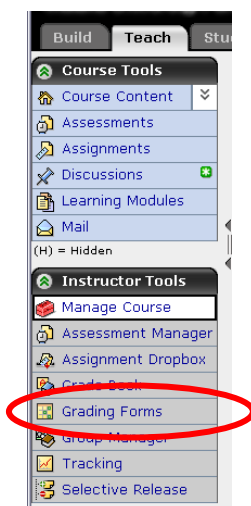
To log into Blackboard Vista:

1. Go to <http://elearning.ipfw.edu>.
 2. Click the login link on the right.
 - o Make sure to allow pop-ups from Vista and verify your system settings are compatible by clicking the Check Browser button.
 3. Enter your IPFW username and password and click the OK button.
 - o You will be presented with your My Blackboard home page.
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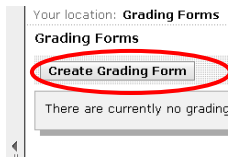
Creating a Grade Form

To create a Grade Form:

1. From the Build or Teach tab, click on the Grade Form link from the Course Tools menu.

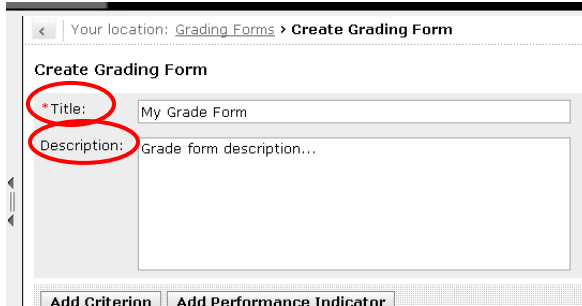


2. Click on the “Create Grading Form” button.



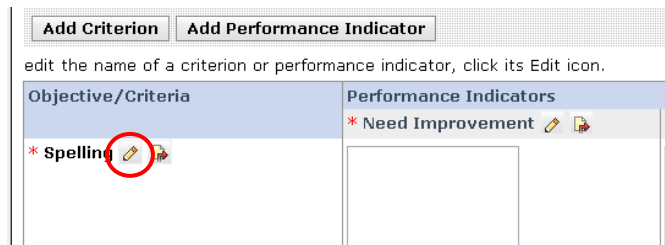
Note: If the grading form is used by a learning object, such as an assignment, you cannot add or delete criteria or performance indicators.

3. Enter a title and description

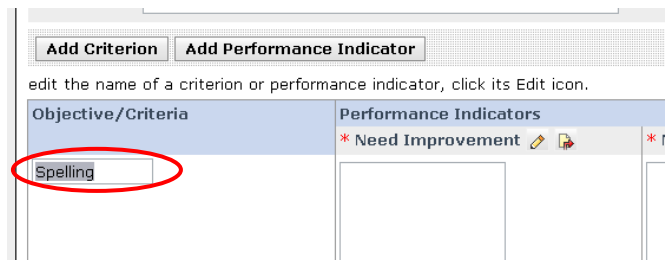


4. Three criteria appear by default. To add to or edit these, do the following:

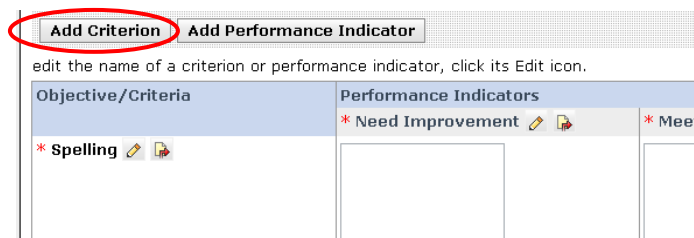
- a. Under Objective/Criteria, click its Edit icon.



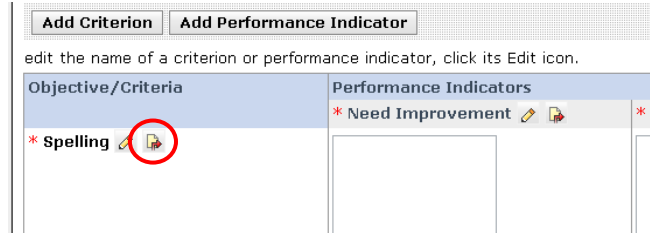
- b. Edit the label. Click outside the text box to save your edit.



- c. If you need to add a criterion, click Add Criterion.

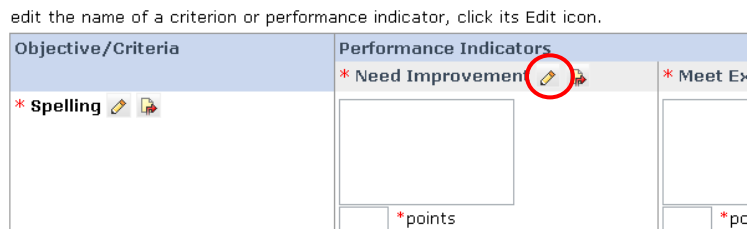


- d. If you need to delete a criterion, click its Remove this criterion icon.

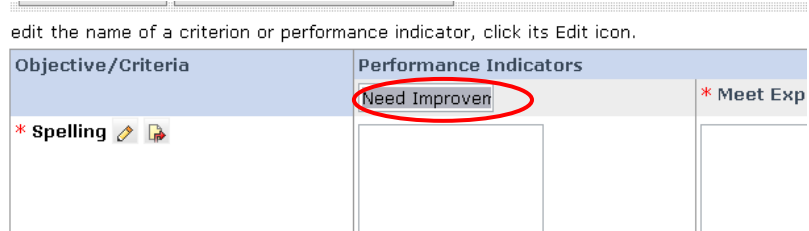


5. Three performance indicators appear by default. To add to or edit these, do the following:

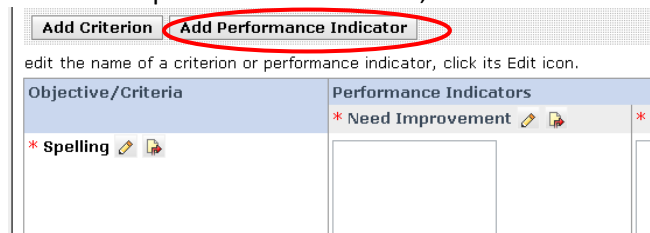
- a. Under Performance Indicators, click its Edit icon.



- b. Edit the label, and click outside the text box to save your entry.




- c. If you need to add a performance indicator, click Add Performance Indicator.



- d. If you need to delete a performance indicator, click its Remove this performance indicator icon. You must have at least two performance indicators.

Add Criterion **Add Performance Indicator**

edit the name of a criterion or performance indicator, click its Edit icon.

Objective/Criteria	Performance Indicators
* Spelling	* Need Improvement 


5. For each criterion, define your performance indicators by entering an explanation in the text box. For example: *To receive a ranking of excellent for the spelling and grammar criterion, you must have fewer than five errors.*

Objective/Criteria	Performance Indicators				
	* Unsatisfactory (F)	* Need Improvement (D)	* Average (C)	* Excellent (B)	* Exceptional (A)
* Content	Does not complete assignment 0 *points	Provides response, but has several flaws; and/or does not apply concepts 4 *points	Provides a fairly accurate response, with some flaws; and/or applies few concepts 6 *points	Provides reasonably accurate response, with minor flaws; 8 *points	response to all questions, and applying concepts introduced in the 10 *points
* Supporting	Does not complete assignment 0 *points	Provides a reason that is not rationalized or supported 4 *points	Provides a reason that is rationalized, but not supported 6 *points	Supports postings with a specific reason, provides a rationalization, 8 *points	Supports all postings and comments with specific reasons, uses examples, 10 *points

6. In the points text box for each criterion's performance ranking, enter a numeric value. The maximum score is calculated automatically.

Objective/Criteria	Performance Indicators				
	* Unsatisfactory (F)	* Need Improvement (D)	* Average (C)	* Excellent (B)	* Exceptional (A)
* Content	Does not complete assignment 0 *points	Provides response, but has several flaws; and/or does not apply concepts 4 *points	Provides a fairly accurate response, with some flaws; and/or applies few concepts 6 *points	Provides reasonably accurate response, with minor flaws; 8 *points	response to all questions, and applying concepts introduced in the 10 *points
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7. Click Save.

	<input type="text" value="0"/> *points	<input type="text" value="2"/> *point
* Terminology 	Does not complete assignment	Uses termino incorrectly i than 1/2 of assignment
	<input type="text" value="0"/> *points	<input type="text" value="2"/> *point

* Required field

You can now select this grading form when creating assignments and discussion topics.

Blackboard (Bb) Vista

- Linking Grade Forms to assessments (discussions, journals, blogs or assignments only!)

Introduction

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Linking the Grade Form to the assessment (discussions, journals, blogs or assignments only!)

Under *Grading*, if you want the assignment, discussion, journal or blog to be graded:

1. Select **Allow** the assignment to be graded. A column for the topic is automatically created in the Grade Book.

Use HTML |
Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.
Select Category: | - Select - |

Grading

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

Topic is not gradable

Release grade to Students in My Grades

Grade Book column title:

Discussion settings

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

Grading

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in My Grades

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

* Required field

Assignment settings

2. Select Grade by **Grading Form** and click **Select Grading Form**.

Use HTML |
Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.
Select Category: [- Select -]

Grading

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

Grade Book column title:

Topic is not gradable Release grade to Students in My Grades

Peer Review (Expand this area to see more options.)

Topic Behavior Options (Expand this area to see more options.)

Discussion settings

* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

Grading

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in My Grades

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

More Options (Expand this area to see more options.)

* Required field

Assignment settings

3. Select the form and click **Select**.

Select Grading Form - Mozilla Firefox

https://blackboard.purdue.edu/webct/urw/lc:1906510780031.tp1906510803031/rubricSelectRubricView.dowebct

Select Grading Form

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.

Assignments

Discussion Rubric

W1_A2-Artful Biographies

Done blackboard.purdue.edu

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

Tip: To see the content of the grading form, click its title.

4. Click **Save**.

Use HTML |
Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.
Select Category: [- Select -]

Grading

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

Grade Book column title:

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Peer Review (Expand this area to see more options.)

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* Cutoff Date (Submissions are not accepted after this date and are marked 'missed')

Grading

Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)

Grade Book column title:

Release grade to Students in My Grades

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

More Options (Expand this area to see more options.)

* Required field

Assignment settings

Blackboard (Bb) Vista

- Grading student's work using Grade Forms (discussions, journals or blogs only!)

Introduction

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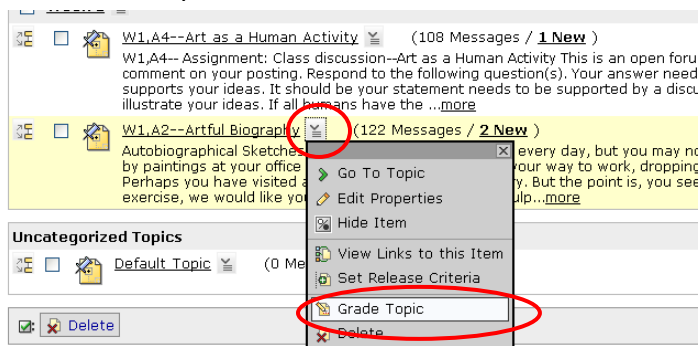
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Grade Forms and Discussions

From the Teach tab, from the Discussions screen, locate the gradable topic and click its ActionLinks icon.

1. Click Grade Topic.



Blackboard (Bb) Vista

- Grading student's work using Grade Forms (assignments)

Introduction

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Grade Forms and Assignments

From the Teach tab, from the Assignment screen, click on the student's assignment that is to be graded.

The screenshot shows the Blackboard Vista interface for an Assignment Dropbox. The page title is "Student View" and the breadcrumb trail is "Your location: Home Page > Assignment Dropbox". The main heading is "Assignment Dropbox". Below the heading are tabs for "Submitted", "Not Submitted", "Graded", "Published", and "All". The "Submitted" tab is selected. A message states: "The Submitted tab contains submissions that are ready for review and have not been returned". Below this is a table with columns: "Title", "Assigned to", "Attempt", and "Due Date". The table contains one row with the following data: "my_assignment", "Demo Student(webct_demo_922434616041)", "1", and "August 3". The "my_assignment" cell is circled in red. Below the table are buttons for "Create" and "Review Submission". A legend at the bottom indicates that a pencil icon means "Student can take back for editing".

Title	Assigned to	Attempt	Due Date
my_assignment	Demo Student(webct_demo_922434616041)	1	August 3

1. Click on the “Complete Grading Form” button under the Save Option: **Return graded submission to Student(s) with the following grading form grade...**

Grader/Reviewer Comments:

Add Attachments

***Save Options:**

Return to Student for further editing
 Save for further review and editing
 Return graded submission to Student(s) with the following grading form grade: **Complete Grading Form**

Save Cancel

* Required field

2. Select a performance indicator for each objective.

Assignment Student View

Complete Grading Form - Mozilla Firefox

https://blackboard.purdue.edu/webct/urw/lt/322434616041.tp322434645041/fubricGradeRubricView.dowebect?memberId...

Complete Grading Form of Demo Student for my assignment

Objective/Criteria	Performance Indicators	Need Improvement	Meet Expectations	Exceptional
Spelling	<input type="radio"/> (2 points) many errors	<input type="radio"/> (5 points) few errors	<input checked="" type="radio"/> (10 points) no errors	
Grammar	<input type="radio"/> (2 points) many errors	<input checked="" type="radio"/> (5 points) few errors	<input type="radio"/> (10 points) no errors	
Style	<input checked="" type="radio"/> (2 points) Not clear or understandable	<input type="radio"/> (5 points) Somewhat clear	<input type="radio"/> (10 points) Clear and understandable	

Comments:
Type comments and feedback to student here....

Save Cancel

3. Enter comments and click Save.

Assignment Student View

Complete Grading Form - Mozilla Firefox

https://blackboard.purdue.edu/webct/urw/lt/322434616041.tp322434645041/fubricGradeRubricView.dowebect?memberId...

Complete Grading Form of Demo Student for my assignment

Objective/Criteria	Performance Indicators	Need Improvement	Meet Expectations	Exceptional
Spelling	<input type="radio"/> (2 points) many errors	<input type="radio"/> (5 points) few errors	<input checked="" type="radio"/> (10 points) no errors	
Grammar	<input type="radio"/> (2 points) many errors	<input checked="" type="radio"/> (5 points) few errors	<input type="radio"/> (10 points) no errors	
Style	<input checked="" type="radio"/> (2 points) Not clear or understandable	<input type="radio"/> (5 points) Somewhat clear	<input type="radio"/> (10 points) Clear and understandable	

Comments:
Type comments and feedback to student here....

Save Cancel

The grade is saved here and in the Grade Book column.