



## How do I create an online Gradebook?

In the past, Excel has been used for gradebook calculations. However, with the new features in Blackboard, it is generally recommended to create your gradebook in this tool. This provides two distinct advantages. First, your students can log in at any time on the course and check their grades. Second, Blackboard content is backed up providing security and peace of mind.

The following are tutorials designed to help get you started in the creation of your gradebook in Blackboard:

\* [Adding assignments into the online gradebook](#)

(1 pg PDF - source: Georgian College)

\* [What gradebook symbols mean](#)

(2 pg PDF - source: BlackBoard)

\* [Weighting grades](#)

(2 pg PDF - source: BlackBoard)

\* [Grouping and modifying items for grade weighting](#)

(2 pg PDF - source: BlackBoard)