



# Gradebook Icons in Blackboard 6




## A Blackboard Learning Services Tip Sheet







### Introduction

Blackboard uses icons in the Gradebook to indicate, at a glance, the status of a particular assessment for a specific student. In most cases, clicking on these icons provides additional information about the student's responses, and also allows you to clear that attempt so that students can re-take the assessment if needed.

In addition to these icons, the Gradebook may also display scores, percentages, text (such as Pass/Fail), or letter grades for assessments that were successfully completed and submitted by students. For more information on the ways that grades are displayed in Blackboard, please see the Instructor's Manual.

This overview was designed for course Instructors, TAs, and Graders whose courses use the Gradebook in the [Blackboard Learning System \(Release 6\)](#).

Icon	Description
 <b>No Information</b>	A dash shows that the student has not begun to take the assessment, and no grade has been assigned. Clicking on this icon will allow you to manually enter a grade for this student.
 <b>Needs Grading</b>	<p>An exclamation point icon indicates that the assessment has been attempted, but requires the attention of an Instructor, TA, or Grader before a grade can be calculated and displayed. This usually means one of two things has occurred:</p> <ul style="list-style-type: none"><li>• The assessment has been completed by the student, but includes essay questions that need to be evaluated and graded by the Instructor, TA, or Grader. You can click on the icon to view the student's test attempt and add the appropriate points for the each essay question, at which time Blackboard will calculate the student's grade for the entire assessment, and automatically replace the exclamation point with the grade.</li><li>• The student exceeded the pre-set time limit for the assessment. If this is the case, when you click on the icon, the total time taken for the assessment will display at the top of the test attempt.</li></ul> <p> <b>Note:</b> If you administer timed assessments, you may notice that many students appear to exceed the time limit by just a few seconds. This is commonly caused by students waiting until the last moment to submit their assessment, and then experiencing a brief delay as the internet transmits their attempt. Be aware that, in many cases, the student may have actually completed the assessment in the time allotted.</p>

Icon	Description
 <b>In Progress</b>	<p>A padlock indicates that a student has begun the assessment, but has not yet clicked <b>Submit</b>.</p> <p>The padlock icon will also appear if the student experienced network or browser failure when taking the assessment and was unable to complete the assessment. If this is the case, you may click the padlock icon and click <b>Clear Attempt</b> to reset the student's attempt.</p> <p> <b>Warning!</b> Do not reset the student's attempt unless you are sure that the student is not currently taking the test, as resetting the attempt will prevent the student from submitting his/her copy of the test.</p> <p>If the student starts the assessment but does not submit the assessment within three days, the padlock icon will change to the question mark icon (see below), notifying to the instructor that the assessment attempt was unsuccessful and needs to be reset.</p>
 <b>Grading Error</b>	<p>A question mark alerts the instructor that the student began to take the assessment more than three days ago but the student's attempt was never successfully submitted. The student may have experienced network or browser failure while taking the assessment, and was unable to return to the assessment to continue.</p> <p>If this is the case, there will be no answers to any questions when you click on the question mark icon to see the test and check its status.</p> <p> <b>Note:</b> If you wish to allow a student to re-take an assessment, you may click on the icon and use then click <b>Clear Attempt</b>. This will erase the student's score from the Gradebook and will allow the student to begin the test again.</p>
 <b>Completed</b>	<p>The check mark signifies that the student has successfully completed a survey.</p> <p> <b>Note:</b> You will not see a student's responses when you click on the check mark as Blackboard surveys are anonymous. To see the overall results, use the <b>Report By Item</b> view in the Gradebook, click <b>Grades</b> for the survey, and then click <b>Detailed Analysis</b>.</p>
<b>To Learn More...</b>	<p>Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the <i>Blackboard Learning System</i>™ products. For more information about how Blackboard Learning Services can serve your institution's training needs through on-site events, remote seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online <a href="http://behind.blackboard.com">Training Center</a> at <a href="http://behind.blackboard.com">http://behind.blackboard.com</a>.</p>

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