Blackboard Grader Checklist

The purpose of this checklist is to fully review the grading capabilities of the Blackboard Course Management System.

The Blackboard instructor will demonstrate the following skills and abilities:

1. ___ Log into Blackboard.
2. ___ Explain the difference between student view and instructor view.
3. ___ Communicate how students will access course.
4. ___ Set course as available.
5. ___ Establish enrollment options.
6. ___ Request a course shell.
7. ___ Follow end-of-semester checklist for Blackboard courses.
8. ___ Enroll a user.
9. ___ Troubleshoot working in the student database.
10. ___ Understanding of self-enrollment process.
11. ___ Remove a user from course.
12. ___ Understanding of relationship between Colleague roster and Blackboard roster.
13. ___ View gradebook.
14. ___ Add item to gradebook.
15. ___ Add a student grade to the gradebook.
16. ___ Export gradebook.

The following faculty member has been trained as a Grader on Blackboard:

__________________________________ ____________________________________
Name Division

Date of Training: _________________________________________

Faculty Signature: _________________________________________________________

Educational Technologist Signature: ___________________________________________

For Office Use Only:

Blackboard Course Created: ___________________________

Date: ______________

Initials: ______________