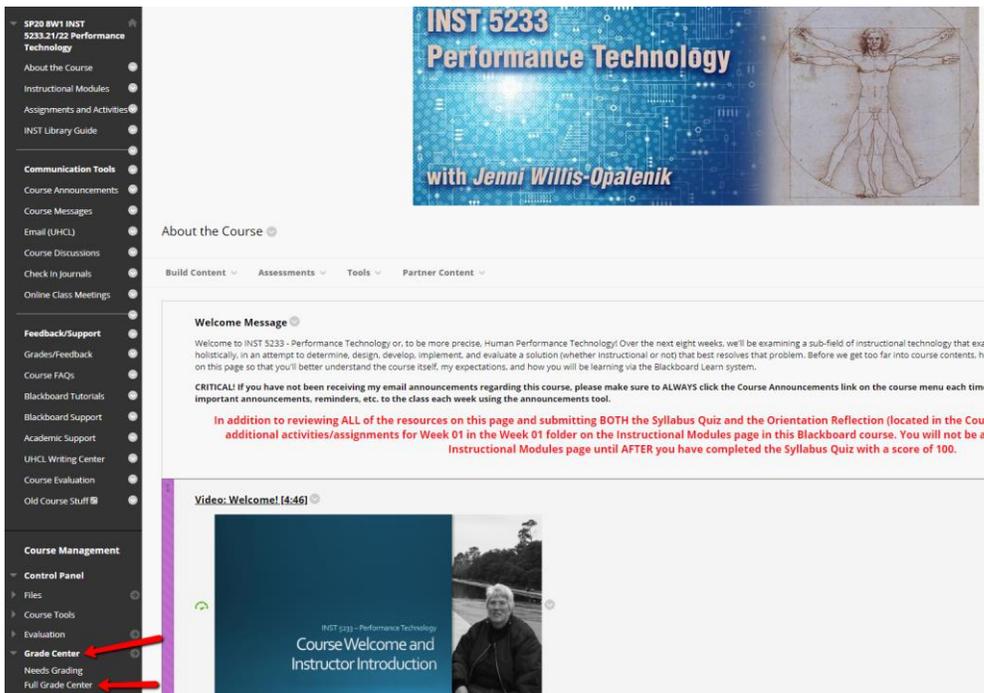


## Excluding the COE Dispositions Quiz from Course Grades

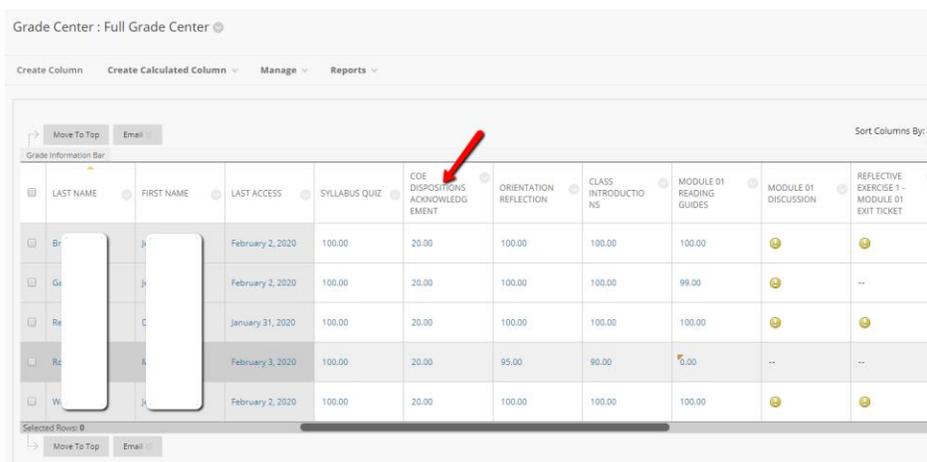
Although some faculty do want to have the COE Dispositions Acknowledgement Quiz count, in some small way, toward students' calculated grades, most simply want Blackboard to ignore the quiz score. In this handout, we'll review some settings that you can change in the Grade Center for the COE Acknowledgements Quiz.

### First Steps

1. Once in your Blackboard course, navigate to the Grade Center\Full Grade Center (located in the lower Course Management menu).



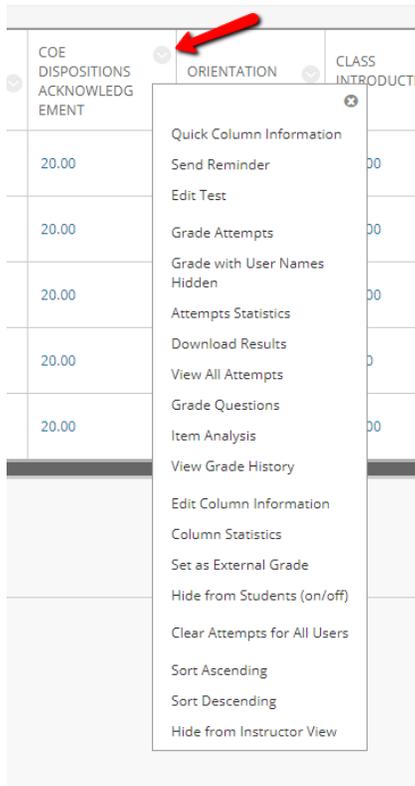
2. At the Grade Center: Full Grade Center screen, locate the column for the COE Dispositions Acknowledgement.



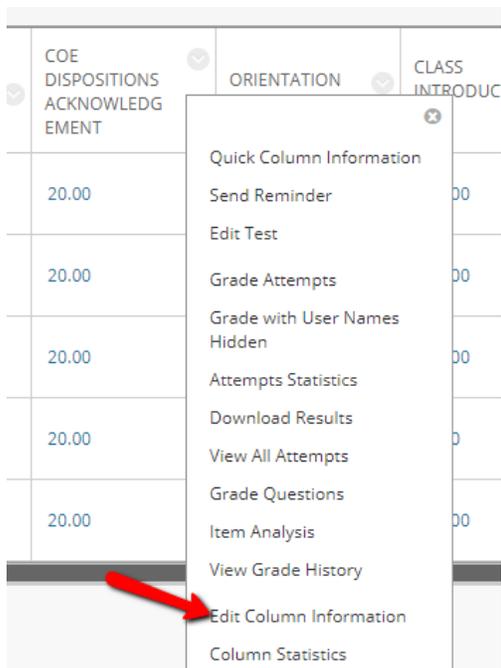
| Grade Information Bar |            | Sort Columns By: L |               |                                  |                        |                     |                          |                      |   |        |        |
|-----------------------|------------|--------------------|---------------|----------------------------------|------------------------|---------------------|--------------------------|----------------------|---|--------|--------|
| LAST NAME             | FIRST NAME | LAST ACCESS        | SYLLABUS QUIZ | COE DISPOSITIONS ACKNOWLEDGEMENT | ORIENTATION REFLECTION | CLASS INTRODUCTIONS | MODULE 01 READING GUIDES | MODULE 01 DISCUSSION | REFLECTIVE EXERCISE 1 - MODULE 01 EXIT TICKET |        |        |
| Br                    | J          | February 2, 2020   | 100.00        | 20.00                            | 100.00                 | 100.00              | 100.00                   | 100.00               | 100.00  | 100.00 | 100.00 |
| Gr                    | J          | February 2, 2020   | 100.00        | 20.00                            | 100.00                 | 100.00              | 99.00                    | 100.00               | 100.00  | 100.00 | 100.00 |
| Re                    | C          | January 31, 2020   | 100.00        | 20.00                            | 100.00                 | 100.00              | 100.00                   | 100.00               | 100.00  | 100.00 | 100.00 |
| Re                    | M          | February 3, 2020   | 100.00        | 20.00                            | 95.00                  | 90.00               | 100.00                   | 100.00               | 100.00  | 100.00 | 100.00 |
| W                     | J          | February 2, 2020   | 100.00        | 20.00                            | 100.00                 | 100.00              | 100.00                   | 100.00               | 100.00  | 100.00 | 100.00 |

## Optional Settings

1. Click the More Options icon for the COE Dispositions Acknowledgement column to see the available options.



2. Scroll down and click the Edit Column Information option on the menu.



3. At the resulting Edit Column screen, there are three options that you may want to consider applying, depending on your grading-related needs:
  - a. **Change the Category from Test (the default) to No Category.** This is important if you use Blackboard's calculated grades feature and assign percentages by category (e.g., the average of all of a student's quiz grades is worth 30% of their course grade).

Edit Column

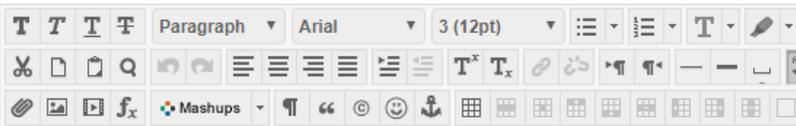
\* Indicates a required field.

**COLUMN INFORMATION**

Item Name

Grade Center Name

Description



Path: p

Primary Display

Secondary Display

Score attempts using

Category  

- b. Under Options, change the setting for “Include this column in Grade Center calculations” from the default, “Yes,” to No. This is especially important for instructors who grade based on total points earned in the course and who do not want the COE Dispositions Acknowledgement Quiz to be included in the total course points.

Primary Display

Secondary Display

Score attempts using

Category

\* Points Possible

Manually override the calculated total

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**DATES**

Date Created Jan 21, 2020

Due Date

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**OPTIONS**

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No



- c. **Also, under Options, change the setting for “Show this column to students” from the default, “Yes,” to No.** This removes the information about the COE Dispositions Acknowledgement Quiz from the students’ Grade Center, reducing the likelihood that they will ask about why the quiz doesn’t count toward their course grade, etc.

**OPTIONS**

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

- d. Once you have made any or all of the above changes to the Column Options screen, remember to click the Submit button to save those changes.

**OPTIONS**

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

Cancel Submit