

Moving your grades offline

Purpose: Though it is unlikely, it is technically possible for the CEC to lock us out (forcing us to be out of work). To reduce the possibility of this happening, and to maintain control over our students' grades and progression through their programs, we must ensure the college does not have access to students' grades. Therefore, we must remove all grades from Blackboard, and ensure no midterm grades are submitted on Banner. As we get closer to the end of the semester, it's important to make it difficult for the college to make decisions about students' advancement without our participation.

Please note: *Even though grades will not be posted on Blackboard, faculty should still provide grades and/or feedback to students directly.*

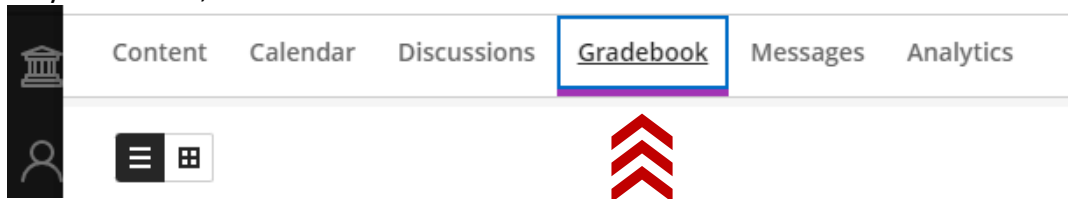
We recognize that different instructors use Blackboard in different ways. Therefore, there are instructions below on how to remove existing grades on Blackboard (without deleting assessments), how to upload "filler grades" so you can continue to monitor new submissions, and how to grade and provide feedback on new assessments whether you grade offline or within Blackboard itself.

I. Archiving your grades from Gradebook

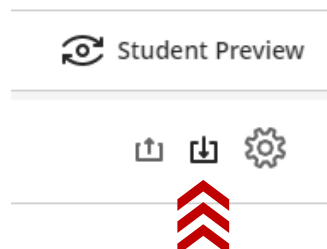
Purpose: to save the students' grades that are currently on Blackboard.

Step 1: Download your grades from Blackboard

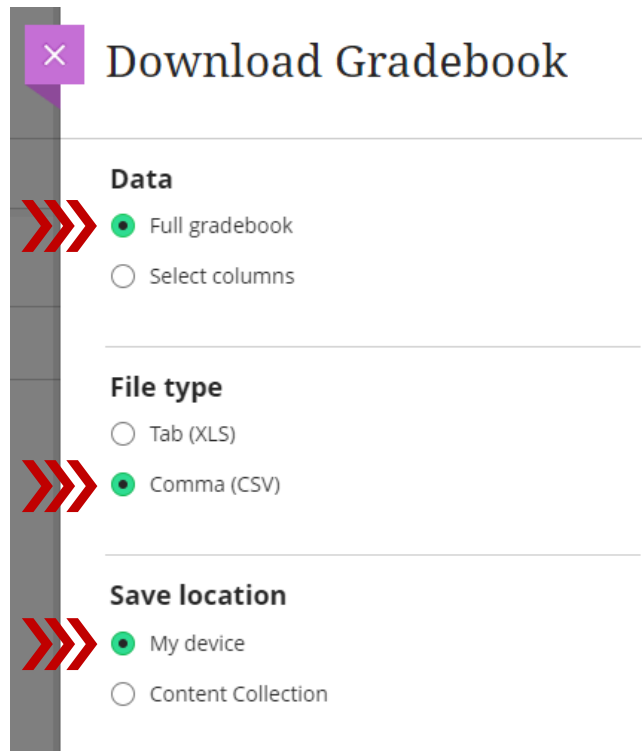
- a) In your course, click on Gradebook in the menu bar:



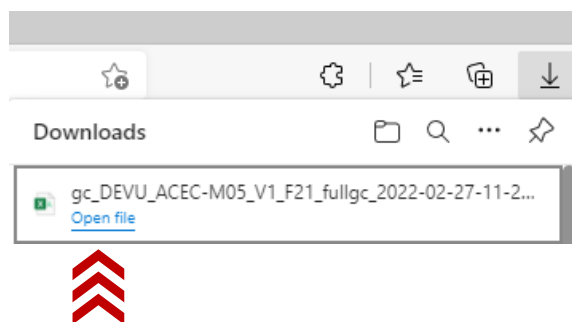
- b) At the far right of your screen, click on the Download icon:



- c) Once you click the icon, a new window “Download Gradebook” will pop up. We recommend that you download your grades with the following options:

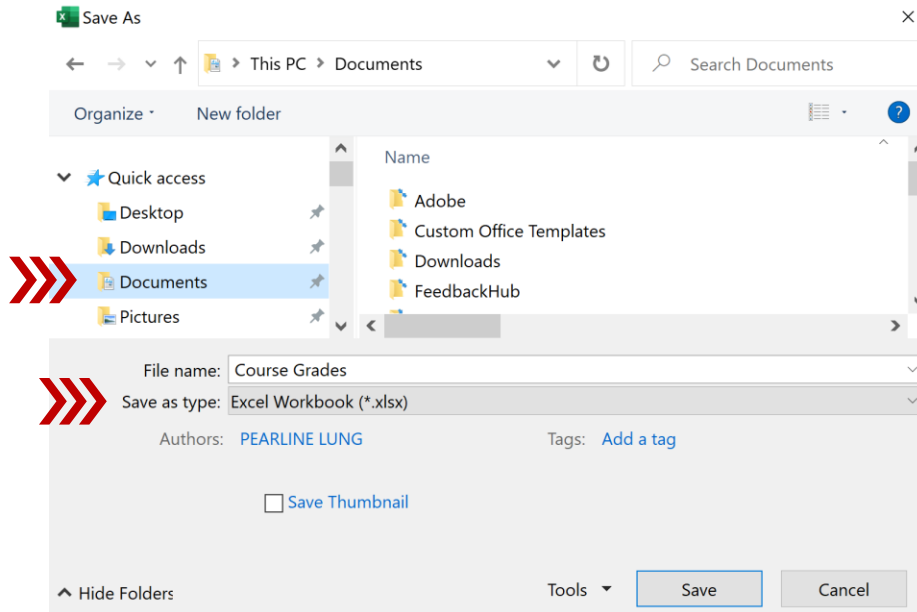


- d) Once you click the “Download” button, the file will download immediately into your “Downloads” folder on your computer. Click the file to open it.



Step 2: Save your Gradebook to your computer/cloud storage:

- a) Open the .csv file you just downloaded. Go to **File > Save As** and save the file to another folder (not in the default “Downloads” folder where it currently sits). Change the file type to “Excel Workbook (*.xlsx)”:



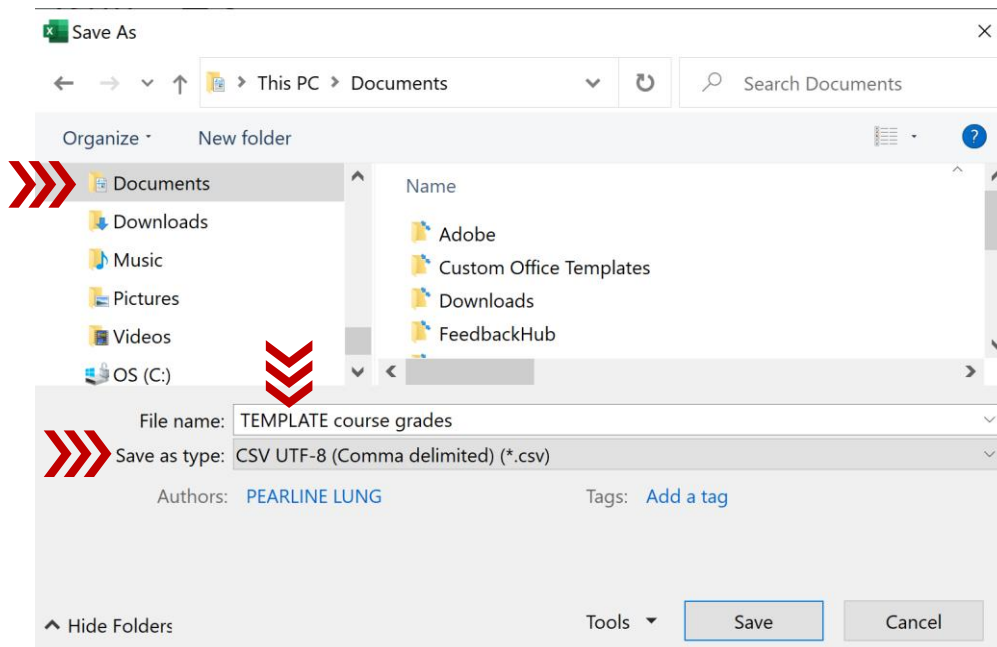
TIP: If you have access to a printer, we recommend that you print a copy of these grades for your records.

II. Uploading template grades to Gradebook

Purpose: to replace the current grades on Blackboard with “filler” grades. The grades will not be “Posted” (i.e.: the students won’t see the grade) but this method will allow you to continue to see when new submissions are submitted by students (including for previous assessments).

Step 1: Create a template .csv file:

- a) Open the previously downloaded .csv file in your Downloads folder (from Step 1d on page 2). Go to **File > Save As**, and save this file into your course folder. Change the file name to include “TEMPLATE” (or some other term to help differentiate between files). Keep the file type as .csv.



b) In your spreadsheet, change the existing grades to your template number (value of your choosing). For example, you may wish to give all submissions the maximum score. Remember that these are **template grades** only and will not be “Posted”. Save the file.

- **NOTE:** only change grades of submissions received. **Blanks should remain blanks.**

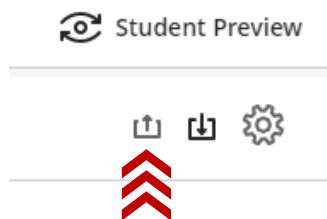
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Assignment 1 [10 pts]	Quiz 1 [5 points]	Assignment 2 [10 pts]	Quiz 2 [5 points]
2	Last 1	First 1	ID 1	Student 1	2021-12-30 15:58	8	4	9	5
3	Last 2	First 2	ID 2	Student 2	2021-12-31 15:58	7	5		5
4	Last 3	First 3	ID 3	Student 3	2022-01-01 15:58	5.5	4	7	4
5	Last 4	First 4	ID 4	Student 4	2022-01-02 15:58		3	6	
6	Last 5	First 5	ID 5	Student 5	2022-01-03 15:58	10	3.5	10	5
7	Last 6	First 6	ID 6	Student 6	2022-01-04 15:58	7	1	9	3
8									



	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Assignment 1 [10 pts]	Quiz 1 [5 points]	Assignment 2 [10 pts]	Quiz 2 [5 points]
2	Last 1	First 1	ID 1	Student 1	2021-12-30 15:58	10	5	10	5
3	Last 2	First 2	ID 2	Student 2	2021-12-31 15:58	10	5		5
4	Last 3	First 3	ID 3	Student 3	2022-01-01 15:58	10	5	10	5
5	Last 4	First 4	ID 4	Student 4	2022-01-02 15:58		5	10	
6	Last 5	First 5	ID 5	Student 5	2022-01-03 15:58	10	5	10	5
7	Last 6	First 6	ID 6	Student 6	2022-01-04 15:58	10	5	10	5

Step 2: Upload the template file:

a) In Gradebook, select the Upload icon at the top right of the page.



- b) Once you click the icon, a new window “Upload Gradebook” will pop up. You can either drag and drop your template .csv file to the square space at the top, or choose your file using “Upload Local File”:

Drag and drop file

OR

Select file from window

×

Upload Gradebook

To upload a correctly formatted file, download the gradebook. Then, edit the file with the data you want to upload.

Drop file [Help](#)

>>>

Drop your spreadsheet to upload

You can upload a CSV or XLS file

Browse Files

>>>

Upload Local File

Upload a CSV or XLS file

Content Collection

Add a file from the Content Collection

NOTE: Once you’ve uploaded the template file, these “filler” grades will be visible to you only. Students will not see the template grades if they are not posted. **Therefore, to avoid confusion, do not “post” these “filler” grades.** Instead, students will see no grade.

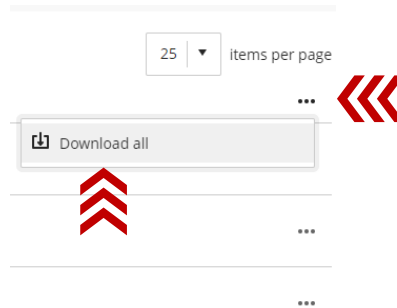
III. Grading Assessments Offline

Purpose: to return assessments to students as efficiently as possible. This method allows faculty to provide feedback to students, if you so choose. It also does not automatically post grades into Gradebook.

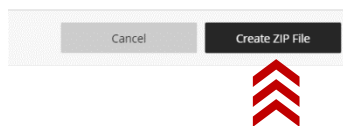
TIP: We recommend that you require your students to submit assessments with a specific naming convention (ie: *Last Name, First Name – Assignment Name*). This will help with keeping the student submissions organized.

Step 1: Grading the assessments:

- a) Download the assessments: On the submissions page, click the three dots at the top right of the list and select “Download all”.



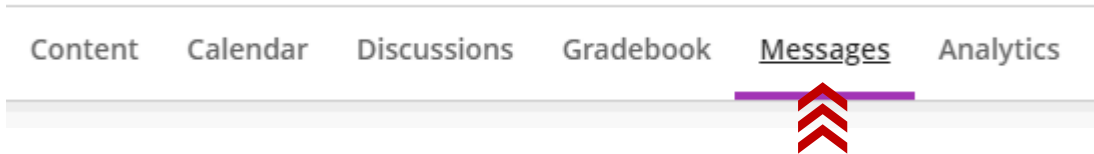
- b) Select the students whose submissions you’d like to download (you can also “select all” at the top of the list) and then click “Create ZIP File” at the bottom of the page.



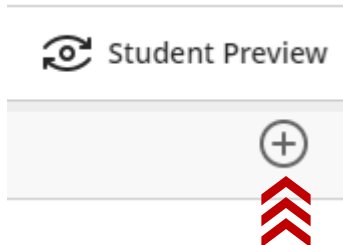
- c) You’ll be sent an email with the ZIP file (to both your course messages and your Humber email account). Click on the ZIP file in the message to open the folder. Move the files you want to grade to a folder on your computer.
- d) Grade the assessments as per usual.

Step 2: Returning the assessments:

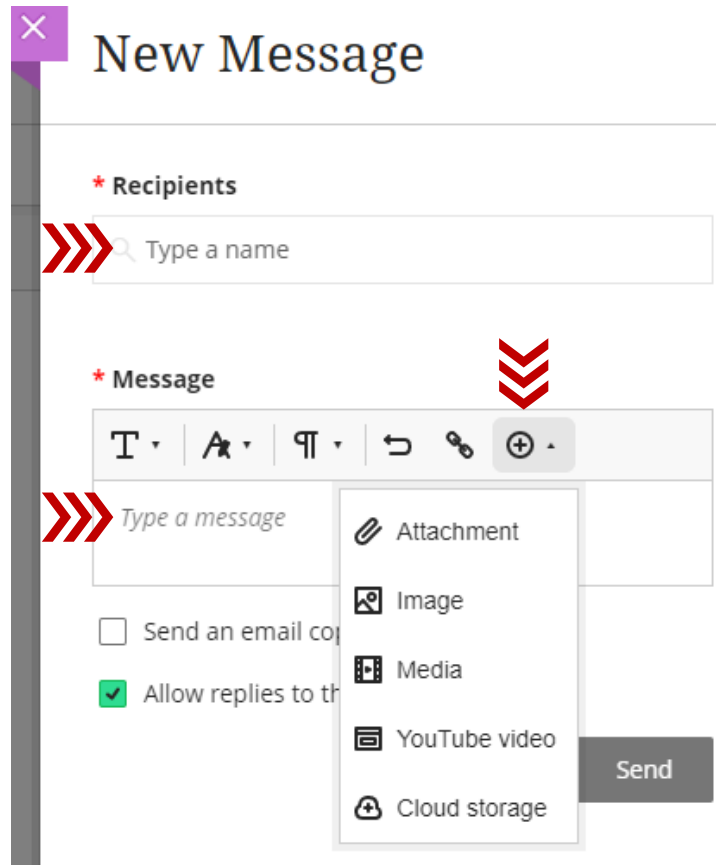
- a) Marked assessments and feedback can be sent to an individual student, or a group of students, using the Message function. On the menu bar, click Messages.



- b) At the top right of the page, click the + sign to create a new message.



- c) A new window will pop up called "New Message". Enter the name(s) of the recipient(s). In the Message box, click the + to add any attachments. You can also type your feedback into the text box.



IV. Grading Assessments on Blackboard

Purpose: To remove grades promptly from Blackboard when faculty must grade online. Some of your assessments may be built into Blackboard, or may be too cumbersome to pivot to offline grading. This may include tests, quizzes, journals, discussion posts, or other assessments that use existing Blackboard Rubrics.

In these cases, we recommend the following:

- a) Grade the assessment as usual in Blackboard.
- b) Let your students know when the grade has been posted, and that it will only be posted for a limited amount of time.
- c) Post the grade for only a short duration (ie: 24 - 48 hours).
- d) After that time, remove the grades from Gradebook.
 - Download the grades following the steps from **1. Archiving your grades from Gradebook** of this guide (page 1).
 - Update your existing offline grades spreadsheet to include these new grades.
- e) Re-upload a new template grade spreadsheet to replace the grades with your filler following the steps from **2. Uploading template grades to Gradebook** of this guide (page 4).

TIP: You may choose to set a posting schedule for grades. For example, each week, grades for new submissions will be posted on Thursday at 10 am, and subsequently removed Friday at 3 pm.

We have listened to members who do not want to be out on a picket line. But we must make the college understand that we're serious and they need to re-engage in the bargaining process. The struck work named in Phase 3 is designed to show our solidarity and increase pressure on the CEC to return to the bargaining table. If this pressure doesn't hold, we may have to escalate to a general strike.