This Quick Guide gives the eLearning team's recommended settings for releasing blog assessment results in Blackboard. It is the fourth in a series of four quick guides covering the process of grading & providing feedback using blogs.
→ **Guides on other aspects of reflection, assessment & Blackboard are available at www.tcd.ie/CAPSL/resources/**

1. The Grade Centre

To release the grades to the students through the **My Grades** section in Blackboard or alongside their blog, you must make the column visible in the **Full Grade Centre**.

Locate the column for the blog in the **Full Grade Centre**. Click on the down arrow next to the column & select **Edit Column Information**. Scroll down to **OPTIONS** on the next screen and ensure 'Include this Column in Grade Centre Calculations' & 'Show this Column to Students' are set to **Yes**. Click **Submit**.

The red strike will disappear to signify the grades are now visible. Students cannot see other students' grades or feedback.
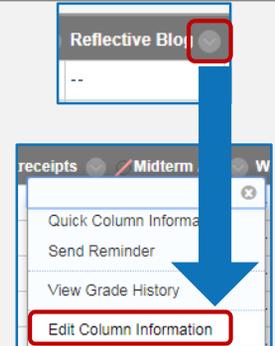
2. How Students View Their Feedback & Grade

Students can view feedback and grades in two ways:

1. By opening the blog again and viewing the **grade**, **rubric** (if one was used) and **Feedback to Learner** under **Blog Details** on the right-hand side of screen.

2. By going to their **My Grades** on the Blackboard homepage. Feedback is displayed by clicking on the green speech bubble or they can click on the blog title to go directly to their blog.
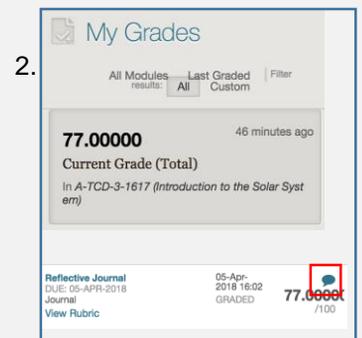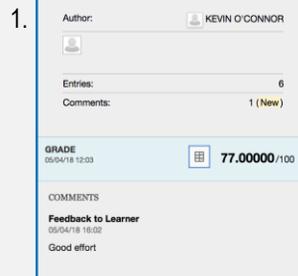
3. Exporting Entries

Currently there is no export option in Blackboard for blogs.
A workaround for this is to:
1.   Open a student's blogs
2.   To include comments, click on all comment options and expand text
3.   Right-click on a blank area of the screen and select **Print**
4.   Click on **Change** under **Destination** and select **Save as PDF**
5.   Click **Save.** You will be asked to name the file and choose a destination to save to
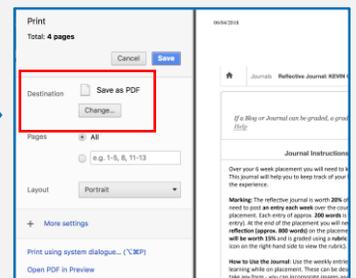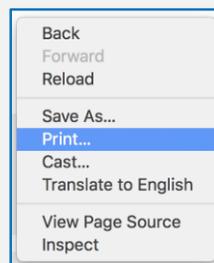
4. Exporting Feedback

To export feedback go to the **Full Grade Centre.** Find the **blog title** on the header and from the drop-down menu beside the title select **View Grade History**.

Click the **Download** option.
Under **OPTIONS** choose **Include Comments** and click **Submit.**

The file that is downloaded may be opened in **Microsoft Excel.**

5. The Next Step
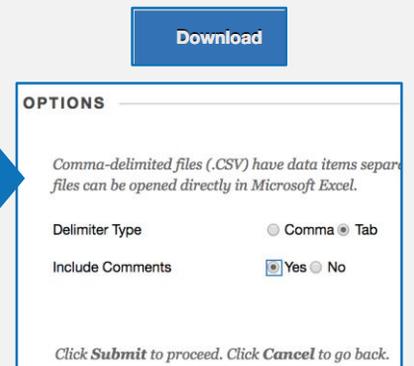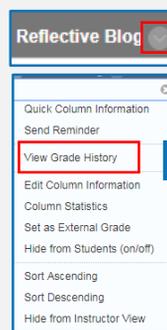
→ **Visit http://www.tcd.ie/CAPSL/resources/onlineassessment/blogs.php for more guides and resources on using other aspects of blogs such as rubrics.**