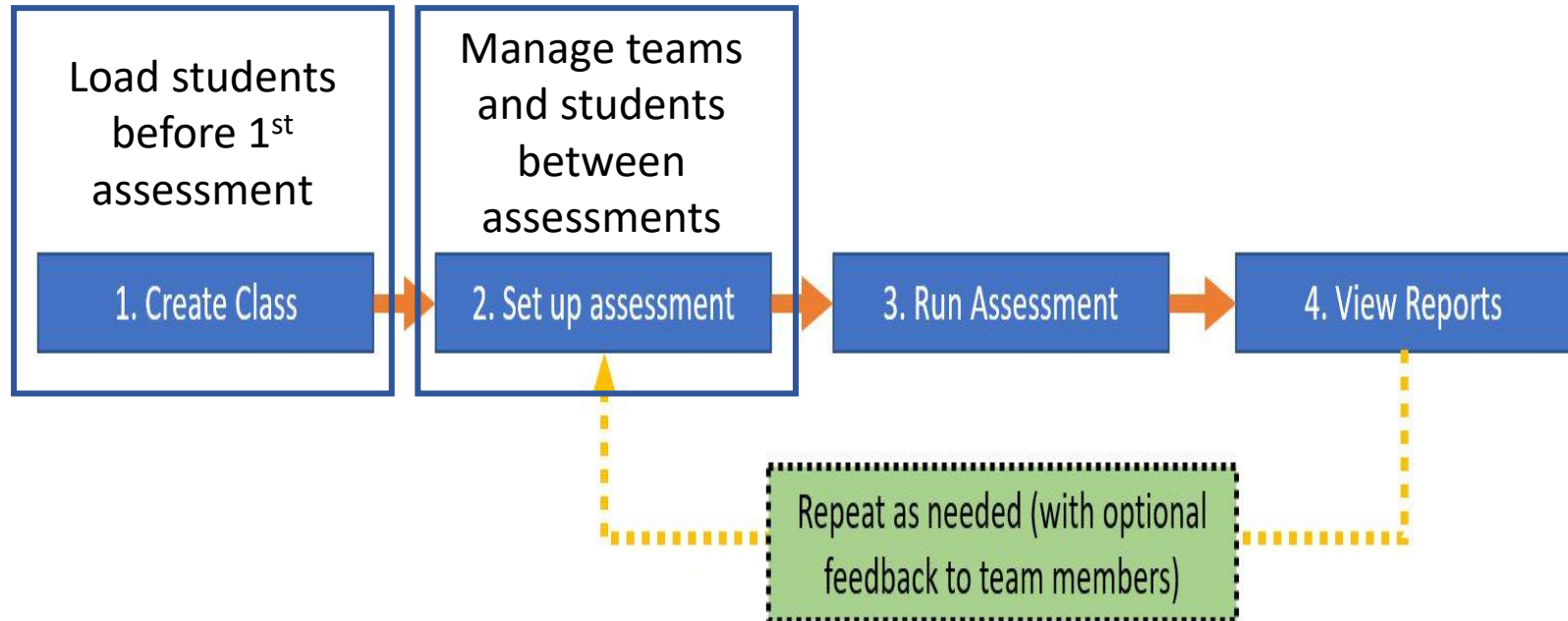


Quick-Load from Blackboard Gradebook:

- * Loading Student Information from Blackboard Gradebook Export
- * Managing Students Using the Manage Teams Feature

This presentation will walk you through the **Blackboard Gradebook Export method**. Then it shows how to manage teams and students after the initial load.

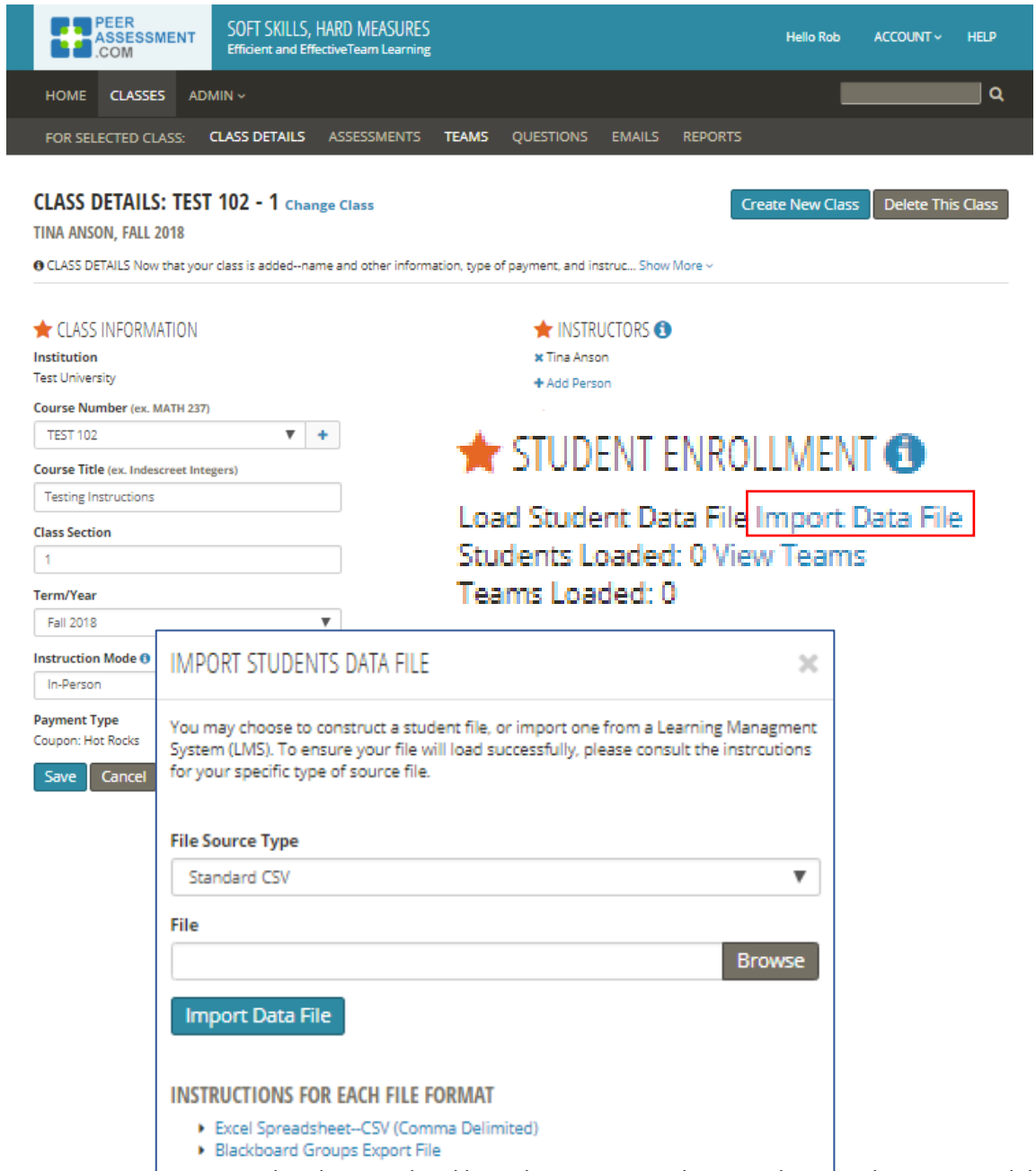


Loading Students via Import Data File

Load students from the Class Details Page

Import Data File

- Two ways to import →
- Two File Source Types
 - A. Standard CSV
 - B. Blackboard Groups Export
 - C. Blackboard Gradebook Export**
 - D. Canvas Gradebook Export



The screenshot shows the Peer Assessment .COM interface. At the top, there is a navigation bar with 'HOME', 'CLASSES', and 'ADMIN'. Below this is a search bar and a list of menu items: 'FOR SELECTED CLASS:', 'CLASS DETAILS', 'ASSESSMENTS', 'TEAMS', 'QUESTIONS', 'EMAILS', and 'REPORTS'. The main content area is titled 'CLASS DETAILS: TEST 102 - 1' and includes buttons for 'Create New Class' and 'Delete This Class'. The class information includes 'TINA ANSON, FALL 2018' and a note about class details. There are sections for 'CLASS INFORMATION' (Institution: Test University, Course Number: TEST 102, Course Title: Testing Instructions, Class Section: 1, Term/Year: Fall 2018, Instruction Mode: In-Person, Payment Type: Coupon: Hot Rocks) and 'INSTRUCTORS' (Tina Anson, Add Person). A 'STUDENT ENROLLMENT' section is highlighted with a red box, showing 'Load Student Data File' (with 'Import Data File' highlighted in a red box), 'Students Loaded: 0', and 'View Teams'. An 'IMPORT STUDENTS DATA FILE' modal window is open, showing instructions for file import and a 'File Source Type' dropdown set to 'Standard CSV'. There is a 'File' input field with a 'Browse' button and an 'Import Data File' button. Below the modal, there are instructions for each file format: 'Excel Spreadsheet--CSV (Comma Delimited)' and 'Blackboard Groups Export File'.

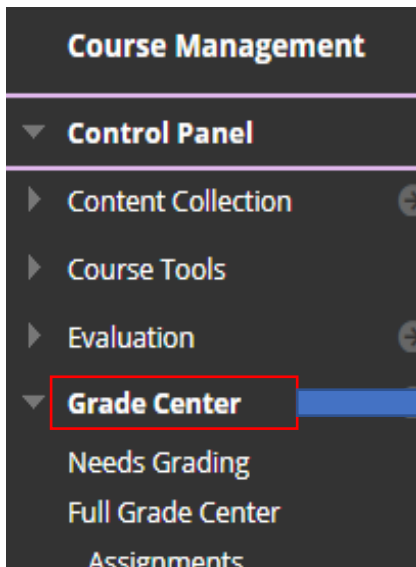
Blackboard Gradebook Export *(continued)*

Step 1. Open the Grade Center within Blackboard

Step 2. Select Work Offline > Download

Step 3. Set parameters (below)

Blackboard Menu



A screenshot of the Blackboard Gradebook interface. At the top, there are tabs for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Filter', 'Discover Content', and 'Work Offline'. A 'Download' button is highlighted with a red box and a blue arrow pointing down. Below the 'Download' button is a 'Grade Information Bar' with 'Last Saved: May 10, 2017 10:19 AM'. The main content area is titled 'DATA' and contains the following options:

- Select Data to Download: Full Grade Center, Selected Column (Final Grade), User Information Only
- Include Comments for this Column:

Below the 'DATA' section is the 'OPTIONS' section:

- Delimiter Type: Comma, Tab
- Include Hidden Information: Yes, No

Text below the options: Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to...

Step 4. Submit

Delimiter Type = Comma

Hidden Information = No

Blackboard Gradebook Export *(continued)*

Step 5. Locate downloaded file `gccsv`

File contents look like this. You do not need to open it.

	A	B	C	D	E	F
1	Last Name	First Name	Username	Student ID	Last Access	Availability
2	Trap	Shae	shaetrap	11312	1/5/2019 11:19	Yes
3	Green	Bill	billgreen	11006	1/7/2017 19:59	Yes
4	Fowler	Roxy	roxyfowler	12140	1/6/2017 10:42	Yes
5	Lopez	Jessica	jessicalopez12	11401	1/6/2017 7:42	Yes
6						

Blackboard Gradebook Export *(continued)*

Step 6. Import File into PeerAssessment.Com on Class Details Page

Select Blackboard Gradebook Export

Select the correct email domain for your students (after the @)

Select file from Blackboard

IMPORT STUDENTS DATA FILE ✕

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

File Source Type

Blackboard Gradebook Export ▼

Email Domain

boisestate.edu ▼

File

Gccsv

Browse

Import Data File

INSTRUCTIONS FOR EACH FILE FORMAT

- Excel Spreadsheet—CSV (Comma Delimited)
- Blackboard Gradebook Export
- Blackboard Groups Export File
- Canvas Gradebook Export

Blackboard Gradebook Export *(continued)*

Step 5. Review data: Confirm & Import

TEST 102 - 1: CONFIRM STUDENT IMPORT
TINA ANSON, FALL 2018

Team	Email	First Name	Last Name	School Id
Team-A	BillSmith@boisestate.edu	Bill	Smith	12345
Team-A	SusanJones@boisestate.edu	Susan	Jones	23456
Team-A	KimSteele@boisestate.edu	Kim	Steele	34567
Team-B	JaneAnders@boisestate.edu	Jane	Anders	45678
Team-B	LiamHill@boisestate.edu	Liam	Hill	67890

Class Details Page

★ STUDENT ENROLLMENT ⓘ

[Load Student Data File](#)
[Import Data File](#)

Students Loaded: 5
[View Teams](#) | [Clear Students](#)

Teams Loaded: 2

Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

Assessments Page

DASHBOARD CLASSES ADMIN

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

★ ASSESSMENT SCHEDULE

Start Date 06 : 30 am

Reminder Date 1 06 : 30 am

Reminder Date 2 05 : 00 am

End Date 11 : 55 am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.

Manage Teams page

MANAGE TEAMS Back

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: ▾

1. Create Teams

Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team ▾	Student Name ▾	Email ▾
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

▾

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File**
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

i. Create Teams to enter the team names

Assessment: 1 ▾

1. Create Teams
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

ADD TEAM ✕

Team Name

Notes

ii. Assign Students to select each student's team from the dropdown.

iii. Save Team Assignments

REASSIGN TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 1 ▾

Team	Student	Email
Test Team 1 ▾	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1 ▾	Stazz2 Anson	stazz2anson@gmail.com
Unassigned ▾	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Unassigned ▾	Stazz7 Anson	stazz7anson@gmail.com
Unassigned ▾	Stazz8 Anson	stazz8anson@gmail.com

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change**
- Between Assessments, change the teams and team rosters

MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

Add New Student To Class

Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

STUDENT INFORMATION

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz2anson@gmail.com

First Name: Stazz2

Last Name: Anson

Student ID (optional): 11400

Notes:

Save **Remove From Class**

Add New Student To Class

Click on Student Name to Edit/Delete Student

- Add New Student to Class**
- Enter information.
- Save**

ADD STUDENT

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz8anson@gmail.com

First Name: Stazz8

Last Name: Anson

Student ID (optional):

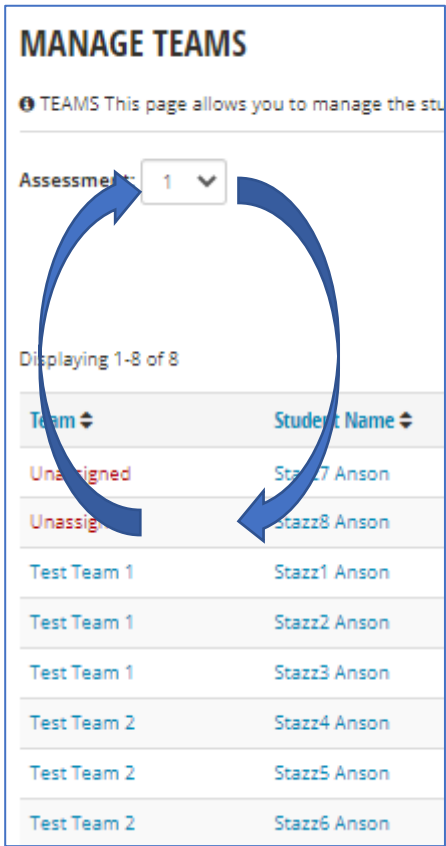
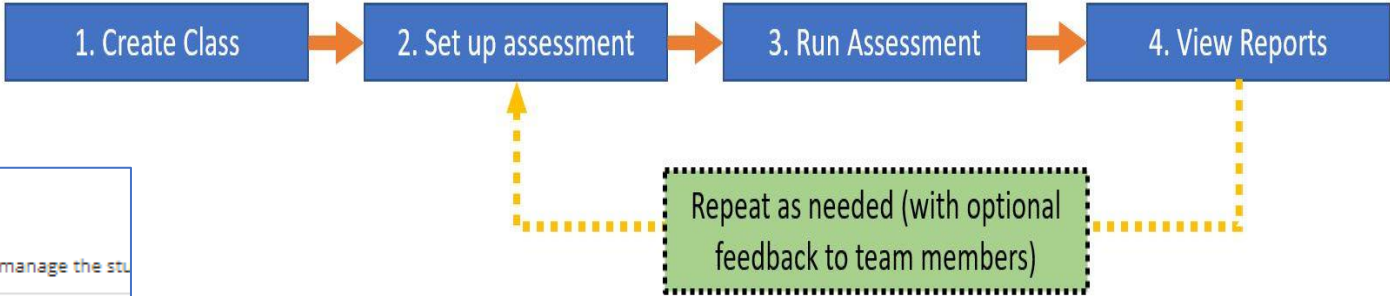
Team (optional): Test Team 2

Notes:

Save **Cancel**

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters**



With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.

Tip for Iterative Assessments

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click '**+ New Assessment**' for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!