# UNIVERSITEIT TWENTE.

To:         Dr. J.W. Polderman, Programme Director AM

From:       Programme Committee AM (OLC-TW)

## FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

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| | EWI17/BOZ/5885/MvdK | -- |

SUBJECT
Announcing Grade Results Privately

We want to advise on current practice of publishing the grades on Blackboard. Typically, a pdf with grades and student numbers is put online. We feel, however, that the privacy of students is not respected sufficiently by this procedure.

We want to remark that these student numbers are not as anonymous as they are supposed to be. Recently a complete list of names and corresponding numbers of all EWI has been made public. Also, lists with names and student numbers and grades have been published on Blackboard. Moreover, students typically have to hand in group-reports with names and student numbers on it. A list of grades with only student numbers does therefore not respect the privacy of the students. As there are students that actively track these student numbers, it also happens that such students know results before their peers. While, in fact, it should be a students' choice to share his result with others.

We want to point out that there is a good alternative. First, there is of course OSIRIS itself. Second, it is possible to publish grades privately in Grade Center on Blackboard. This can be done manually, but also using an Excel-file, as we show in the Appendix. It is relatively easy to use for lecturers, and students quickly have their grades, and only their own. This achieves the desired level of privacy.

Kind regards,

Hil Meijer,
chair Programme Committee AM

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### Appendix for uploading grades to Blackboard

The general idea is to create an Excel-file to paste the grades into, and send that back to Blackboard.

**Part 1: Download**
- Log in on BlackBoard.
- Open a Course.
- In the menu on the left, lower half in *Course Management,* search for *Grade Center* and select to open *Full Grade Center.*
- Create a Column with the Test for which you want to upload the results.
- On the right, click on *Work Offline* and next select *Download.*
- Here you may check some options (but default is ok); Make sure for the lowest option you have selected *My Computer.*
- Click on *Submit*, and next on *Download.*

**Part 2: Adding the grades**
Now you have a file with all exams, student details and all grades filled in so far.
Open this file, and put the grades into the correct column. Save the file. Note that the file-format has to remain the same as the format you downloaded.

**Part 3: Upload** *(first 3 are similar as for downloading)*

- Log in on BlackBoard.
- Open a Course.
- In the menu on the left, lower half in *Course Management,* search for *Grade Center* and select to open *Full Grade Center.*
- Click on the right on *Work Offline*, and select *Upload.*
- Select *Browse mijn computer* and search for the file that you downloaded before and contains the new grades.
- Click on *Submit.*
- After uploading the file, you can check the changes on BlackBoard to avoid unexpected changes.
- Click on *Submit* to finish uploading.

Now the grades are available to the student on Blackboard.

Also, see the detailed description from BlackBoard itself: https://en-us.help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Work_Offline_With_Grade_Data.
There is also an explanatory video.