

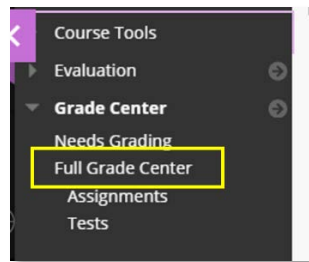
Create a Last Date of Engagement (LDE) Gradebook Column in Blackboard

If you have students who receive a "D" or "F" grade, you need to verify and enter their last date of engagement (see below) into the grade book. To do this, you will need to create an "LDE" column in the grade book

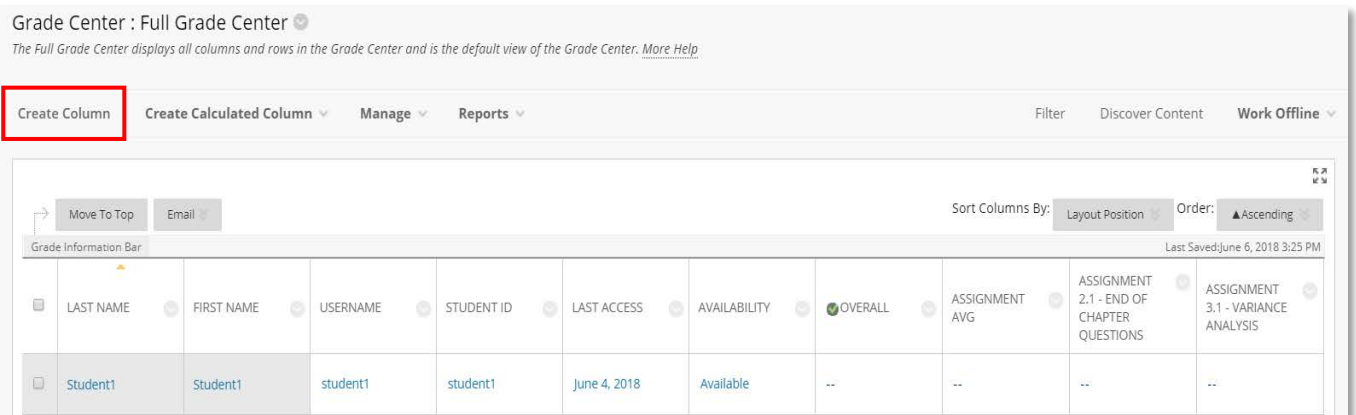
Last Date of Engagement (LDE) is the last date where a student has done at least one of the following:

- Submitted an assignment
- Completed an exam or quiz
- Completed a tutorial or module in which the instructor can verify and document completion
- Participated in a documented synchronous web conference
- Posted to an online discussion board in the LMS or other appropriate platform
- Attended a residential/face-to-face class or an academically relevant event (e.g field trip, clinical)

1. In the Course Tools section of the left navigation bar, select Grade Center>Full Grade Center.



2. The Grade Center: Full Grade Center window displays. Click **Create Column** (upper left)



3. In the Column Name field, type "LDE" (last date of attendance).

A screenshot of the 'Create Grade Column' form in Blackboard. The form has a title 'Create Grade Column' and a sub-section 'COLUMN INFORMATION'. The 'Column Name' field is highlighted with a red rectangular box and contains the text 'LDE'. Below it are fields for 'Grade Center Name' and 'Description'. A red asterisk indicates a required field.

4. Scroll down the page and pull down the Primary Display menu. Select **Text**. (This will allow you to enter a date in in the gradebook column)

Primary Display

Text ▼

Score

Skillssoft

ANGEL Letter

Complete/Incomplete

Percentage

Text

Letter

5. Do not change Secondary Display or Category. In Points Possible, type "0."

Primary Display

Text ▼

Secondary Display

None ▼

Category

No Category ▼

* Points Possible

0

6. Scroll down the page and set all three options to "No." Click the **Submit** button.

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

7. The new LDE column will be the last one. Click and enter the last date that the student engaged in the course. The first time you do, a pop-up window will display. Click the **OK** button.

sullivan.blackboard.com says
A grade was entered. Click OK or press Enter to save it. Click Cancel to ignore the uncommitted grade.

OK Cancel

Discover Content Work Offline

Layout Position Order: ▲Ascending

Last Saved: December 15, 2019 8:17 PM

ME	AS 9.2 TIME MANAGE	AS 10.1 PROPOSAL FINAL DRAFT	AS 11.1 - DEFENSE REFLECTION	AS 11.2 - CONFERENCE PROPOSAL	LDE
	--	No Grade	--	--	08/02/2020
	100.00%	92.00%	100.00%	96.00%	--
	100.00%	95.00%	100.00%	94.00%	--
	--	--	--	--	--

8. Enter any remaining last dates of engagement for students with "D" or "F" grades.

ts have submitted. 0 attempts need Last Saved: March 10, 2020 4:38 PM

	AS 11.1 - DEFENSE REFLECTION	AS 11.2 - CONFERENCE PROPOSAL	LDE
	--	--	08/02/2020
	100.00%	96.00%	--
	100.00%	94.00%	--
	--	--	07/28/2020

See document FinalGrades-Gradebook.pdf for instructions on downloading and sending final grade books.