


Setting Up Your Ultra Gradebook

Copy Content - When you copy over content from your Original Course to your Ultra Course, you will need to set up the overall grade. During the copy process, you will see this as part of your exceptions report. Your current weighted totals will not copy.

New Blank Course - When you create a blank Ultra Course, you will need to set up your Gradebook. When creating content in your course the following items will automatically create a gradebook item: Assignments, Tests, Graded Discussions, and Graded Journals. You can manually add columns for items that are not turned in as part of the blackboard course. Once you have your columns added, you can set up your overall totals.



Set up the overall grade!
The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

[Set it up](#)

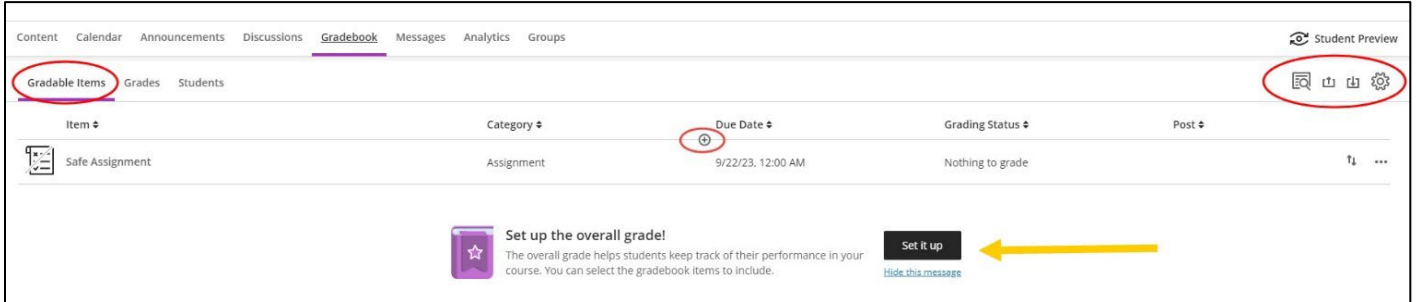
[Hide this message](#)

Ultra Gradebook Views

When you first go to the Gradebook in an Ultra Course, you will see two separate views. Once you select the view that you prefer, it will remember that view by default.

Gradable Items

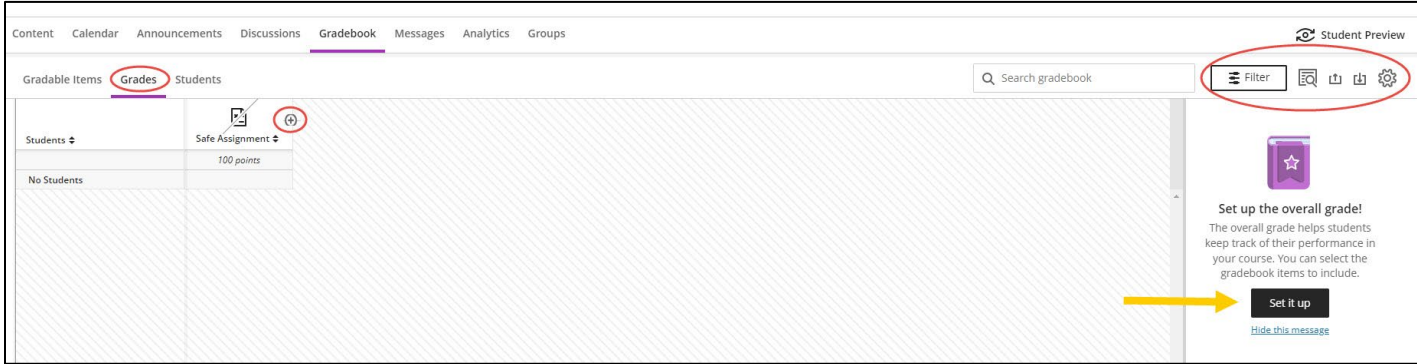
Provides a listing of items that have been added to the Gradebook.



Item	Category	Due Date	Grading Status	Post
Safe Assignment	Assignment	9/22/23, 12:00 AM	Nothing to grade	

Grades

Provides a spreadsheet overview of graded items. This view is like the Original Course view from previous courses.



Students	Safe Assignment
No Students	100 points

In both views, clicking on the ⊕ symbol allows you to add columns manually. In addition, you have the settings menu that allows you to use a search filter, upload or download your gradebook, and the gear icon allows you to adjust your settings.

Gradebook Settings



To get started, choose the gear icon to review your gradebook settings.

When clicking on the gear icon, you will be able to set up your Grade Schemas, Student Performance Alerts, Automatic Zeros, Overall Grade, Grade Categories and Course Rubrics.

Gradebook Settings

Grade Schemas

Grading schemas map percentages to letter grades or some other notation for reporting performance.

[Manage Grade Schemas](#)

Student Performance

Identify students with alerts and receive activity stream notifications

If you leave the fields empty, the alerts will not show

Overall grade below or equal

 %

Number of missed due dates above or equal

Days since last access above or equal

 days

[View Course Activity](#)

Send activity stream notifications to students based on low overall grade and days since last access settings

Automatic Zeros

Assign automatic zeros for past due work
*Students can submit late to update their grades.
Students with due date accommodations aren't affected.*

Overall Grade

Set up overall grade

Grade Categories

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

- Assignment
- Test
- Discussion
- Journal
- Exam
- Homework
- Presentation

When Generating a Rubric, you will have a choice to choose Rubric Type and number of rows and columns. The Advanced options allow you to choose output language.

Course Rubrics

Create Generate

Generate Rubric

Define rubric

Rubric preview

Criteria	Excellent	Proficient	Adequate	Developing
Individual Proficiency	100% Thoroughly completes paper or technical assignment in all aspects of the subject matter.	75% Consistently demonstrates appropriate competence in most aspects of the subject matter.	50% Competently demonstrates satisfactory technical competence in most aspects of the subject matter.	25% Demonstrates limited technical proficiency in some aspects of the subject matter.
Problem-solving Skills	100% Capable of solving complex problems and applying the problem-solving skills to a wide range of problems within the subject matter.	75% Able to solve a variety of problems within the subject matter.	50% Demonstrates some competence in solving problems within the subject matter.	25% Shows limited ability to solve problems within the subject matter.
Gradability	100% Consistently demonstrates	75% Demonstrates	50% Demonstrates	25% Demonstrates

Note: Make sure to turn off your Automatic Zeros if you do not want them applied to assignments that are past due.

For more information on the Gradebook, please visit the blackboard website for the [Ultra Gradebook](#).

[Assessments and Grading](#)


[Video resources for Blackboard Ultra Gradebook for Instructors](#)

[Anonymous Grading](#)

Do your students need help viewing grades? If so, this link can help [Grades \(blackboard.com\)](#)

Set up the Overall Grade

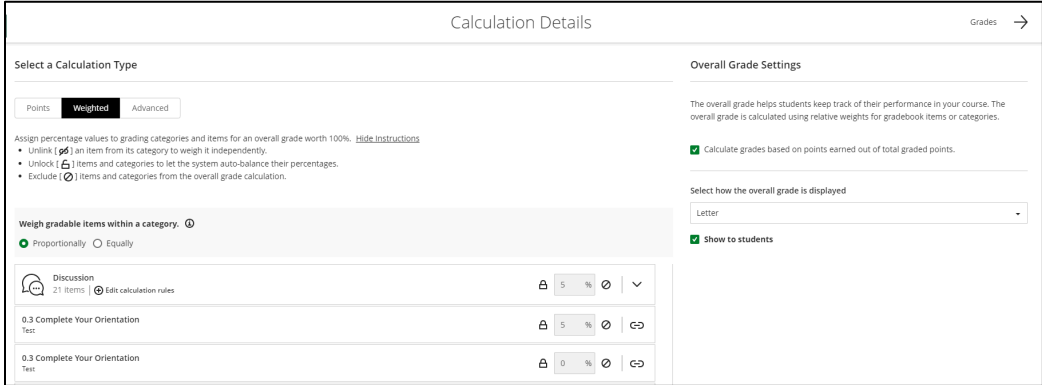
To set up the overall grade that is based on how you calculate your final grade, you need to click on the set up the overall grade icon within the settings area in the Gradebook. You can access this area in both gradebook views from the Gradable Items and the Grades tab.



Set up the overall grade!
The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

[Set it up](#)
[Hide this message](#)

To get started, choose the Gradebook calculation type. You can now choose by points, weights and advanced to set up your own calculations. If using weighted totals, it must equal 100%.




The screenshot shows the 'Calculation Details' interface. On the left, under 'Select a Calculation Type', the 'Weighted' tab is selected. Below it, there are instructions and options to 'Weigh gradable items within a category' (Proportionally or Equally). A list of items is shown with columns for weight (e.g., 5%, 0%), a lock icon, and an expand/collapse arrow. On the right, 'Overall Grade Settings' includes a checkbox for 'Calculate grades based on points earned out of total graded points' (checked), a dropdown for 'Select how the overall grade is displayed' (set to 'Letter'), and a checkbox for 'Show to students' (checked).

Once you choose your calculation types, you will see a listing of categories and items that are grouped within that category from your Gradebook items. You will be able to set up your calculations and choose if the items in the category need to be part of your calculations.



The screenshot shows a list of items. The first item is 'Test' with 14 items. A red box highlights the '+ Edit calculation rules' button. Another red box highlights the controls for the 'Test' item: a lock icon, a weight of '20 %', a circle with a slash icon, and an expand/collapse arrow. Below it are three '0.3 Complete Your Orientation' test items, each with a weight of '0.32%' and a circle with a slash icon. A red box highlights the circle with a slash icon for the second '0.3 Complete Your Orientation' item.

 Edit calculation rules

This area allows you to choose if you want to drop the lowest or highest score or choose to use only specific scores in the total calculation.

 20 %  

This area allows you to add the points or weighted total percentages for a specific item or category. To make changes you would need to unlock the calculation. The action arrow allows you to expand the items that are within the category. You can weight these items proportionally or equally.

This icon allows you to exempt items from the gradebook calculation. You can also click on the unlink icon to move it out of the category and use it as an individual calculation.

The Overall Grade Settings

If you do not want your students to see the overall grade total calculation, make sure to uncheck the “Show to students” area. You can always come back and turn it on when you have evaluated to make sure your calculations are giving back the correct weighted total or points. This area also allows you to select how to present your overall grade (letter, percentage, points or incomplete or complete)

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Letter

Show to students

Students tab in the Gradebook

As the instructor, when you click on the Gradebook and go to the student’s tab, you will see a listing of your students and the last access date and overall grade total if using this feature. To drill down to get student activity and grade reports, click on the student’s name.

Full Name	Student ID	Username	Last Access	Overall Grade
[Redacted]	[Redacted]	[Redacted]	—	C
[Redacted]	[Redacted]	[Redacted]	5/9/24, 3:57 PM	
[Redacted]	[Redacted]	[Redacted]	6/25/24, 2:59 PM	
[Redacted]	[Redacted]	[Redacted]	7/16/24, 12:39 PM	

Once you click on the student, you will have access to student activity, accommodations, send message, current overall grade, and progress tracking. By clicking on the three dots, you can choose to add an exception to the graded item.

Student Demo Ultra Course

Current Grade: --

Last access: 2/27/24, 12:54 PM

Username: [Redacted]

Student Activity | Accommodations | Send Message

Item Name	Due Date	Status	Grade	Feedback
Getting Started Quiz (Late)		No submission	-- / 1	...
Assignment (Late)		No submission	-- / 0	...
Practice Evaluation (Late)		No submission	-- / 0	...
Assignment (with Rubric) (Late)		No submission	-- / 100	...