

## Using the Grade Center in Blackboard Ultra

To begin, click the grade center icon in the upper right of the Blackboard Ultra course.



### Part 1: Add an Item for Each Grade outside of Blackboard Assignments

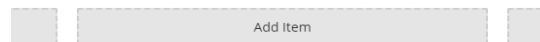
You will need to create an item for each assignment/grade that doesn't get graded within Blackboard. Assignments and Tests created in Blackboard will appear automatically. You will only need to assign Assignment or Tests to the correct category (see Part 3).

To start, click "Add Item." If you don't have any items created yet, click the Button labeled "Add Item", otherwise click the (+) between the grade rows.



You haven't assigned coursework yet.

Manage your gradebook settings or get started on the Course Content page.



Item	Due Date	Status
Quiz 1	5/22/20, 9:00 AM	1 to grade

(or)



### Quiz 1

Visible to students

Due date  
5/22/20 9:00 AM

Grading  
Grade using: Points  
\* Maximum points: 100  
Grade category: Quiz  
Type a description

Give the Grade A Title by clicking "New Item" and changing the title.

Choose whether the grade will be visible to students, choose to Grade using Points, Letter Grades, or Percentages, add the point value, and choose what category this assignment falls into.

You may choose to calculate overall (final) grades by categories. For example, if all the quizzes in the course combined are worth 30%, you can assign the category of quiz to 30% and Blackboard will perform the calculations for you.

### Geddes Training Course 7 Gradebook Settings

Grade Schemas  
Grading schemas map percentages to letter grades or some other notation for reporting performance.  
Current Grading Schema: Letter

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.*

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

Add New Category

- Wiki
- Assignment
- Test
- Discussion

Repeat this process, adding an item for each grade.

## Gradebook



Item	Due Date	Status
Quiz 1	5/22/20, 9:00 AM	1 to grade
Quiz 2	5/21/20, 9:45 AM	1 to grade
Quiz 3	5/21/20, 9:45 AM	1 to grade
Quiz 4	5/21/20, 9:46 AM	1 to grade
Presentation 1	5/21/20, 9:46 AM	1 to grade
Presentation 2	5/21/20, 9:46 AM	1 to grade
Test 1	5/21/20, 9:47 AM	1 to grade
Test 2	5/21/20, 9:47 AM	1 to grade

## Part 2: Calculate the Final Overall Grade

Click the “Set it up” icon.



### 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

Choose whether to assign an overall percentage to each item, or each category. If you choose Item, you will assign a percentage regardless of category. For example, if you have 4 quizzes and they are worth 30%, if you choose to weight by item, you will assign quiz 1, 2, 3, 4 each their own percentage value, if you choose to grade by category, you would assign the category “quiz” to 30% and Blackboard would weigh the individual quizzes for you.

### Select how the overall grade is calculated:

Gradebook item weights

### Gradebook item weights:

Items in the Gradebook	Overall grade percentage
Quiz 2 Quiz	13% <input checked="" type="checkbox"/>
Quiz 3 Quiz	13% <input checked="" type="checkbox"/>
Quiz 4 Quiz	13% <input checked="" type="checkbox"/>
Presentation 1 Presentation	13% <input checked="" type="checkbox"/>
Presentation 2 Presentation	12% <input checked="" type="checkbox"/>
Test 1 Test	12% <input checked="" type="checkbox"/>
Test 2 Test	12% <input checked="" type="checkbox"/>
Quiz 1 Quiz	12% <input checked="" type="checkbox"/>
<b>Total: 100%</b>	

### Gradebook Category Weights:

# Overall Grade

## Categories in the Gradebook

Overall grade percentage

Test 2 items	34%	
Presentation 2 items	33%	
Quiz 4 items	33%	
<b>Total: 100%</b>		

### Part 3: Adding Assignments/Tests to a Category

If you choose to grade by category, when you create an Assignment or Test, choose which category the grade belongs to in the calculations. If you choose to grade by item, you will need to add the correct percentage in the overall grade.

Assignment Settings

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Due date  
[5/21/20, 12:00 AM \(EDT\)](#)

---

Grade category  
[Assignment](#) ←

---

Grading  
[Points | 100 maximum points](#)

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Attempts allowed  
[1 attempt](#)

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SafeAssign  
[Enable Originality Report](#)

### Part 4: Entering Grades/Changing the View

Click the 3 lines to view the Grade Center as rows, click the window icon to change to column view.



## Gradebook

☰
☐
↓
↑
⚙️

Students	Overall grade	Quiz 2	Quiz 3	Quiz 4	Presentation 1	Presentation 2	Test 1	Test 2	Quiz 1
	100 points	100 points	100 points	100 points	100 points	100 points	100 points	100 points	100 points
Student	8 items	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted	0 Graded   0 Posted
Geddes Language C...	--	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>	<a href="#">Grade Now</a>

To enter grades in row view, click on the title of the item (e.g., Quiz 1) and enter student grades. In column view, simply type the grade after clicking Grade Now. Column View does not offer the ability to add feedback, where row view does.

## Part 5: Additional Settings

Clicking the Gear icon offers some additional settings, in addition to adding categories.

**Current Grading Schema.** Change the default value of letter grades.

**Automatic Zeros.** Grade any unsubmitted items as zero after the due date.

**Overall Grade Notations.** Change a student's final calculated grade.

**Course Rubrics.** Create grading rubrics to assign to Blackboard Assignments.

Geddes Training Course 7

### My Rubric

Rubric Type:

Criteria	Excellent	Satisfactory	Unsatisfactory	Poor
Criterion 1	100% Excellent	75% Satisfactory	50% Unsatisfactory	25% Poor
25% of total grade				
<a href="#">Align with goals</a>				
Criterion 2	100% Wonderful!	75% Good Job	50% Needs Work	25% Poor
25% of total grade				
<a href="#">Align with goals</a>				

## Part 6: Student Views

See Blackboard Help for screenshots of what student's see:

<https://help.blackboard.com/Learn/Student/Grades>

Be sure to scroll to the "Ultra" Section.

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v 1.0