

Accessing Gradebook Categories

- 1 On the top right hand corner of your grade book, click on the settings icon.

Student Preview

To Do 10



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- 2 Afterwards, you will see the “Gradebook Settings” panel appear. Scroll down on the panel and stop when you see “Grade Categories”

Blackboard-Ultra-Training

Gradebook Settings

Student options

Choose how to display student details in your gradebook

Student name

☒ First name last name

☐ Last name, first name

☒ Student ID

*Discussion: T... 	*Assignment: T... 	Nutritional Ne... 	**Application 
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- 3 When you are at the “Grade Categories” section, this is where you can add new categories, view your current categories, and delete categories.

