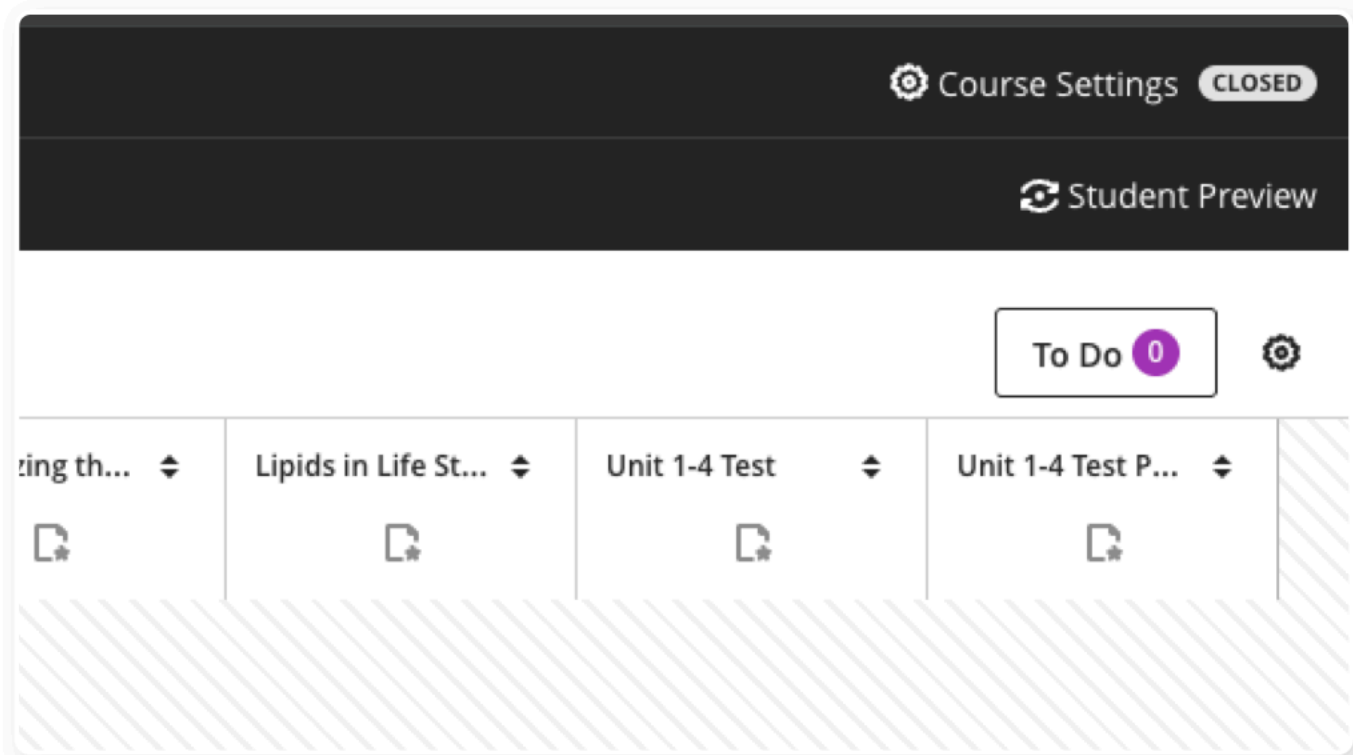
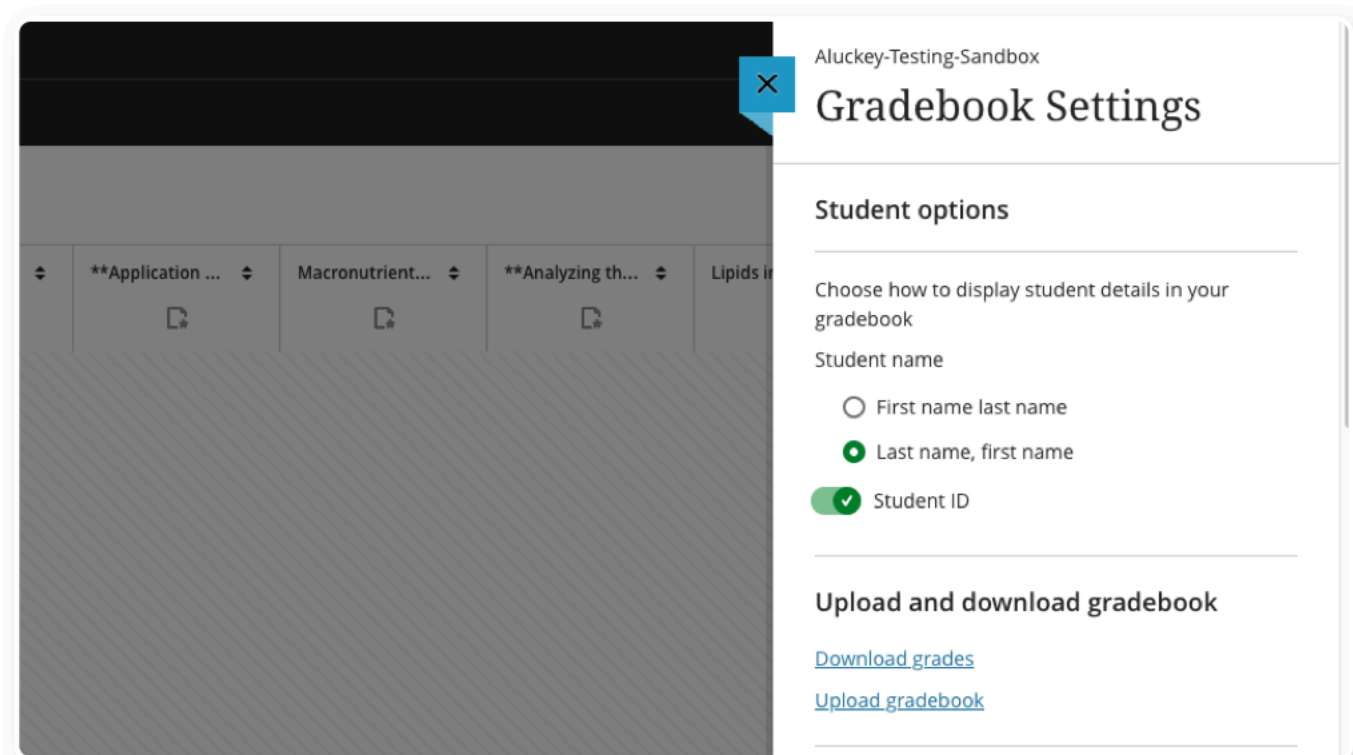


Creating a Points Total in Blackboard Ultra

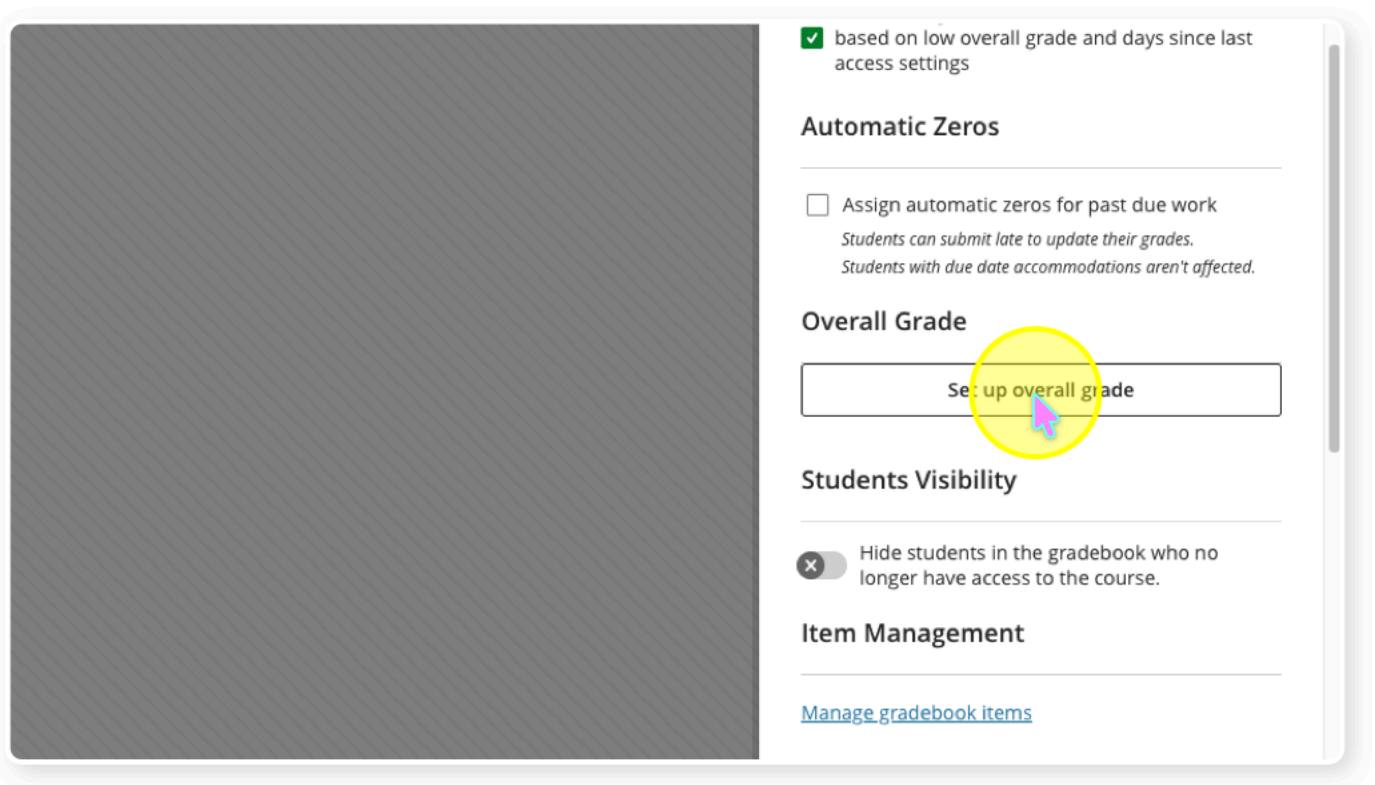
- 1 On the top right hand corner of your grade book, click on the settings icon to the right of the “To Do”.



- 2 After, you will see the “Gradebook Settings” panel appear, scroll down on the panel. Stop scrolling when you see “Overall Grade”.



3 Click on "Set up overall grade"



☒ 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

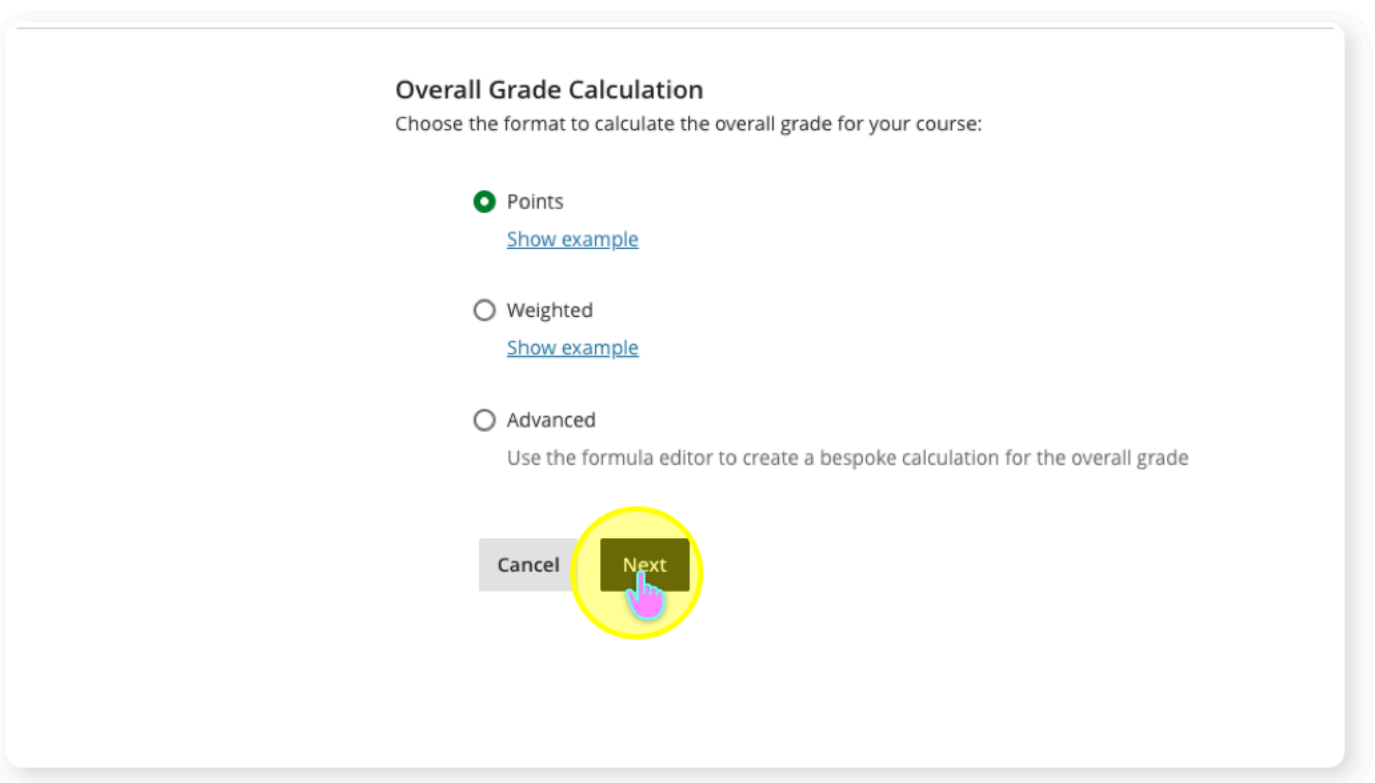
Students Visibility

☒ Hide students in the gradebook who no longer have access to the course.

Item Management

[Manage gradebook items](#)

4 Click on "Next".



Overall Grade Calculation

Choose the format to calculate the overall grade for your course:

☒ Points
[Show example](#)

☐ Weighted
[Show example](#)

☐ Advanced
Use the formula editor to create a bespoke calculation for the overall grade

Cancel Next

5 Your page will look like this.

Select a Calculation Type

Points
Weighted
Advanced

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

Test 4 items + Edit calculation rules	200	🚫
Assignment 3 items + Edit calculation rules	120	🚫
Discussion 2 items + Edit calculation rules	125	🚫
Exam		

6 Then, click inside the box below “Select how the Overall Grade is Displayed”.

All Bookmarks

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

Click here

7 Click your preferred way you want the overall grade to appear.

200

120

125

0

0

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

Select how the overall grade is displayed

Letter

Letter

Points

Percentage

Complete/Incomplete

8 Click “Save” on the bottom right corner.

The screenshot shows the 'New Project' dialog box. The 'Name' field is empty. The 'Location' field shows 'C:\Program Files\Project\'. The 'Save' button is highlighted with a yellow circle and a hand cursor.