

Grade Categories in Blackboard Ultra

1 Click on the "Grades" tab in the grade book

The screenshot shows the Blackboard Ultra interface for a course named "Ultra-Training-Course". The navigation bar includes "Content", "Calendar", "Announcements", "Discussions", "Gradebook", "Messages", "Analytics", "Groups", and "Achievements". The "Gradebook" tab is active, and within it, the "Grades" sub-tab is selected and highlighted with a yellow circle. Below the navigation, there are tabs for "Overview", "Gradable Items", "Grades", and "Students". The main content area displays a table with columns for "Students", "Overall Grade", "Start Here Ackn...", "Presentation Poi...", "In Class Quiz 1", "In Class Quiz 2", and "*Dis". The table shows a summary for 11 students with 25 items, and individual student rows with their names and overall grades (e.g., Amelia Luckey_Pre... with 59.84 / 67.22).

2 Click on the gear icon to access the settings

This screenshot shows a different view of the Blackboard Ultra Gradebook. At the top right, there are buttons for "Course Settings" and "Student Preview". Below these is a search bar labeled "Search gradebook" and a "Filter" button. A gear icon (settings) is highlighted with a yellow circle. The table below shows columns for various items: "*Discussion: The...", "*Assignment: Th...", "Nutritional Nee...", "In Class Quiz 2", "**Application of...", "Macronutrients ...", and "Final". The table displays submission counts and scores for these items, such as "11 Graded | 1 Posted" for the In Class Quiz 2.

3 Scroll down on the on the "Gradebook Settings" panel.

Ultra-Training-Course
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
Enter a number %

Number of missed due dates above or equal
Enter a number

Days since last access above or equal
15 days

[View Course Activity](#)

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

Automatic Zeros
 Action automatic zero for past due work

4 Stop when you see the Grade Categories.

Manage gradebook items

Grade Categories

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

Add New Category

- No Category
- In Class Work
- Midterm Exam
- Attendance
- Quiz

These are your categories in your Gradebook to Organize your Gradebook items in. Be sure to scroll all the way down to view all of your categories.

5 OPTIONAL: If you want to add a new category, click "Add New Category"

Item Management

[Manage gradebook items](#)

Grade Categories

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Add New Category

- No Category
- In Class Work
- Midterm Exam
- Attendance

	*Discussion: The...	*Assignment: Th...	Nutritional Nee...	In Class Quiz 2
	25 points	10 points	35 points	50 points
Posted	0 Graded 0 Posted		0 Graded 0 Posted	11 Gra... 1 Pos
	New Submission	0	-	50
	New Submission	New Submission	-	50
	-	-	-	50
	-	-	-	50

6 OPTIONAL: Type in the category name and hit enter on your keyboard.

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Add New Category

Type a category name

- Participation
- No Category
- In Class Work**
- Midterm Exam
- Attendance
- Quiz
- Presentation

	*Discussion: The...	*Assignment: Th...	Nutritional Nee...	In Class Quiz 2
	25 points	10 points	35 points	50 points
Posted	0 Graded 0 Posted		0 Graded 0 Posted	11 Gra... 1 Pos
	New Submission	0	-	50
	New Submission	New Submission	-	50
	-	-	-	50
	-	-	-	50
	-	-	-	50
	-	-	-	50

7 When done, click out of the panel. You can use the blue square with the X

The screenshot shows a gradebook interface with a 'Manage gradebook items' panel open on the right. A red arrow points to a blue square with an 'X' icon in the top right corner of the panel. A yellow circle highlights the 'No Category' option in the 'Grade Categories' list.

	*Discussion: The...	*Assignment: Th...	Nutritional Nee...	In Class Quiz 2
	25 points	10 points	35 points	50 points
zed	0 Graded 0 Posted		0 Graded 0 Posted	11 Gra... 1 Pos
	New Submission	0	-	50
	New Submission	New Submission	-	50
	-	-	-	50
	-	-	-	50
	-	-	-	50

Manage gradebook items

Grade Categories

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- Quiz