Blackboard Ultra Guide: Gradebook

In Blackboard Ultra grading, you can see what you need to grade in all your courses, or drill right into a course and get started.

1. Global Grades Page

In the list where your name appears, you have access to all your grading tasks on the global Grades page.

- Select an item's title to open it in a layer.
- Choose a submission and start grading

All your grading tasks are organized by course. No need to navigate to each course to see what is ready for grading.
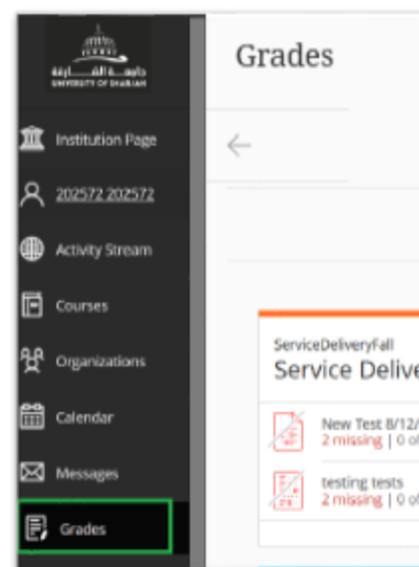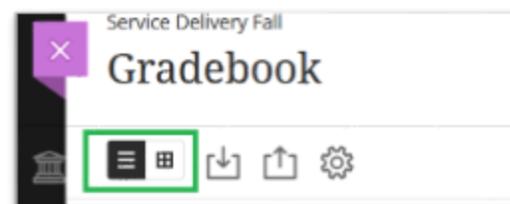
2. Course gradebook

- Inside your course, you can access the course gradebook on the navigation bar on the top right corner.
- Select the Gradebook icon to access all the coursework that specific to the course you are in.

The gradebook is populated with students when they are enrolled in your course. You can grade coursework, manage items, and post grades from two views:

1. **List View.**
   a) **Gradable Items list.**
   b) **Student list.**
2. **Student grid View.**

You can change the view using the toggle button on the top left of the gradebook page.

List View:

A) Gradable items list:

The Gradable Items list is **your default view** of the course gradebook. You can view all the coursework you have assigned and your grading progress. You can also access the management functions.

You can switch to the **Students tab** to view an **overall picture of each student's engagement**.

When you create a gradable item in your course, **a gradebook item is created automatically.** From the Gradable Items list, **you can drag an item to a new location in the list**.

You can add grade items that do not require submissions such as participation. These grade items are also called **manual grades**, **manually created items, or offline items**.

For manually added items, no submissions exist. You assign scores and feedback on the student list page.

In the gradable items list, you can:

1. **Open items:** Select an item's title to open a new layer. See whose submissions need grading and who hasn't received their grades yet. Switch between Gradable Items.
2. **Upload & Download grades:** You can download the gradebook to modify it and upload it again.
3. Add **Graded items** or **calculated Items**.
4. **Rearrange the gradebook items:** Use the Arrows to rearrange items in the list
5. **Check the progress:** See how many submissions you need to grade and grades you have to post.

6. **Add a row:** Select the plus sign wherever you want to add a row:
   a. Add Item: Add a row for coursework, such as a participation grade. Your title is limited to 255 characters. Choose the grade unit, such as points or letter.
   b. Add Calculation: Add a row for a calculation, such as an average assignments grade.
   c. Add Attendance: Add a row for attendance. After you add attendance, the add option will not appear in the menu again.

The Item View:

After accessing on of the gradable items, the item view will appear in your screen, in the Item view page you can:

1. See a summary of the number of submissions
2. Filter results by student or by submission status
3. Insert grades & edit them
4. Post all grades
5. Edit the assignment settings for a student

B) Student list view:

View information about your students and their engagement in your course from the gradebook's Students tab**. Open the gradebook and select Students.**

Select student names to view their submissions on their individual Student Grades page. In the Status column, **you can see completed work**, **items that need grading**, **and grades you need to post**. You can also **view the grades and feedback you have provided, create accommodations and send direct messages.**

A. **Change your view**: Easily navigate between the Gradable Items and the Students tab to see your grading tasks and up-to-the-minute information about your students.
B. **View student information**: View a list of your students along with columns for Student ID, Username, Last Access, and Overall Grade. For the Overall Grade column,.
C. **Search for a student**. Limit your search to a few letters or the first or last name for the best results. You can also search by student ID and username, if the latter is made visible by your institution.
D. **Set your view**. Use the Items per page menu to select how many student rows to show on a page.
E. **Navigate the list**. Use the menu at the top or bottom of the page to move to the previous and next pages in the student list.
F. **Accommodations and Messages:** Select the three-dot menu at the end of each student row to view or create accommodations for a specific student, or to send direct messages.

Add accommodations from the Student list view:

You can set accommodations for individual students. You can exempt students from assessment due dates or time limits. Use accommodations to help students progress in the course even though they may have difficulty with some requirements.

Select the three-dot options menu at the right end of a student row. Select the Accommodations option. The Accommodations panel will open at the right side of the screen.

3) Student Grid

The student grid displays the scores students have earned.

1. Select a cell to begin grading.
2. Click any column name to manage its information
3. If a submission exists, select View in the menu to view the student's work.
4. When you're ready to release grades to students, select the Post option in the column header.
5. Select the plus sign wherever you want to add an item or calculation.
6. In each column header, you can view the total points for each item

Gradebook settings:

From your course gradebook, you can add or make changes to your existing settings to fit your grading methods. Select the Settings icon to access the Gradebook Settings panel.
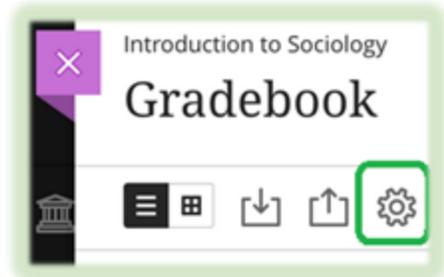
Gradebook Settings panel

From the Gradebook Settings panel, you can:

1. You can make changes to the default grading schema.
2. Automatically assign zeros to missing work past the due date
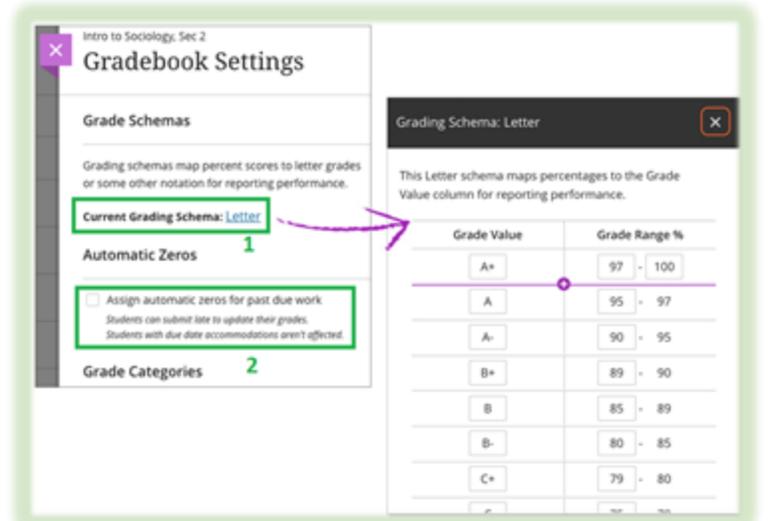
3. view the gradebook categories & add new categories

4. Create & edit Rubrics for more information or rubrics click here.

Assign automatic zeros:
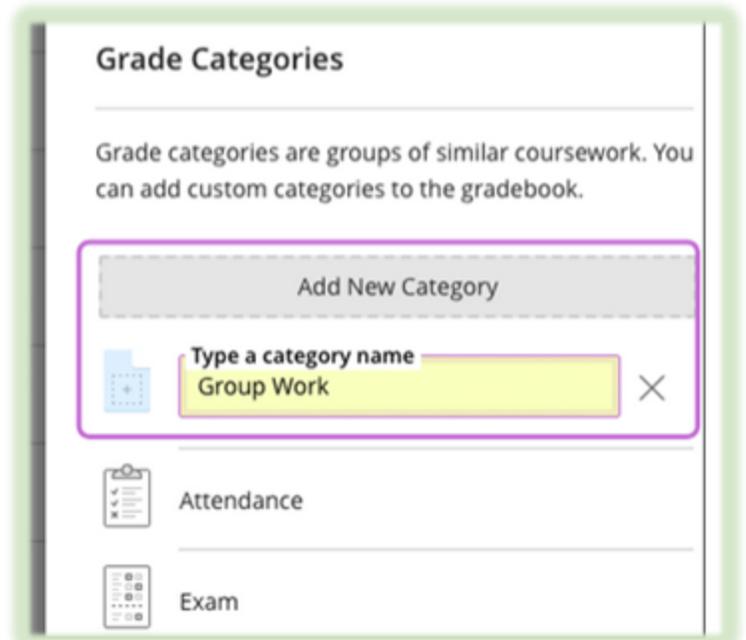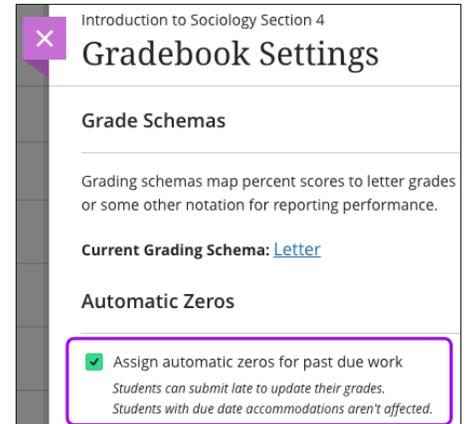
You can choose to automatically assign zeros to missing work past the due date. Students and groups can still submit work after an automatic zero is assigned. Then, you can grade as normal.

In the Gradebook, select the Settings icon to access the Gradebook Settings panel. Select the Assign automatic zeros for past due work check box. This setting is enabled by default in new courses.

Next, select Assign Zeros. All past due work will receive automatic zeros. Affected students' point totals will update.

In list view, students' grade pills display "0" when no submissions exist and the due date has passed. The label Automatic zero appears next to the grade pills.


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Gradebook Settings

Grade Schemas

Grading schemas map percent scores 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.

Filter by child courses

You can filter your gradebook view based on merged courses:

- In the student grid view, select Filter to open the Filter Criteria panel.
- Filter only appears if you have merged courses.
- All the students from all your child courses appear in the active filter area.
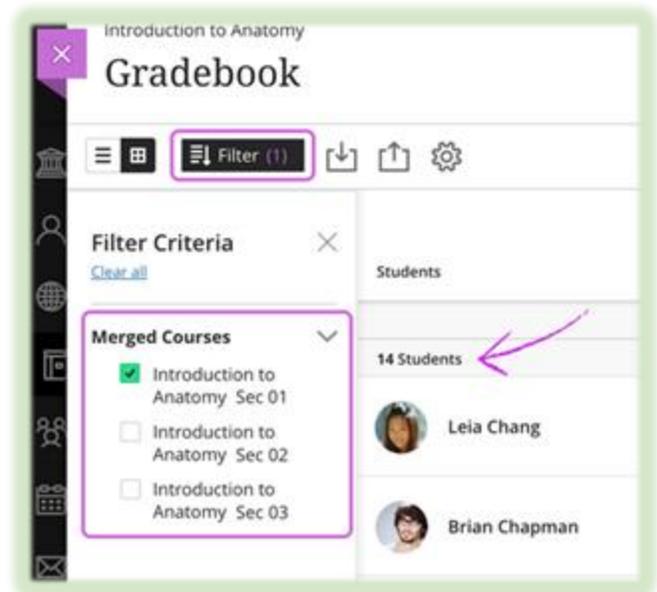
Manage Grade Book Rows & Columns

a) Item List

Add a row. Select the plus sign wherever you want to add a row:

- Add Item: Add a row for coursework, such as a participation grade. Your title is limited to 255 characters. Choose the grade unit, such as points or letter.
- Add Calculation: Add a row for a calculation, such as an average assignments grade.

b) Student Grid

- Manage columns. Select a column title to access the management functions, such as Edit and Delete.
- Add items or calculations. Select the plus sign wherever you want to add an item or calculation.

Download and upload grades

1. Download Worflow

   In the gradebook list or grid view, select the icon with the down arrow to open the Download Gradebook panel.

Make your selections:

- Download the full gradebook or select columns.
- Select the file type for the downloaded file. Data files are comma-delimited (CSV) or tab-delimited (XLS).
- Select the location for the download. You can save the file to your device or Browse to select a folder in the Content Collection.
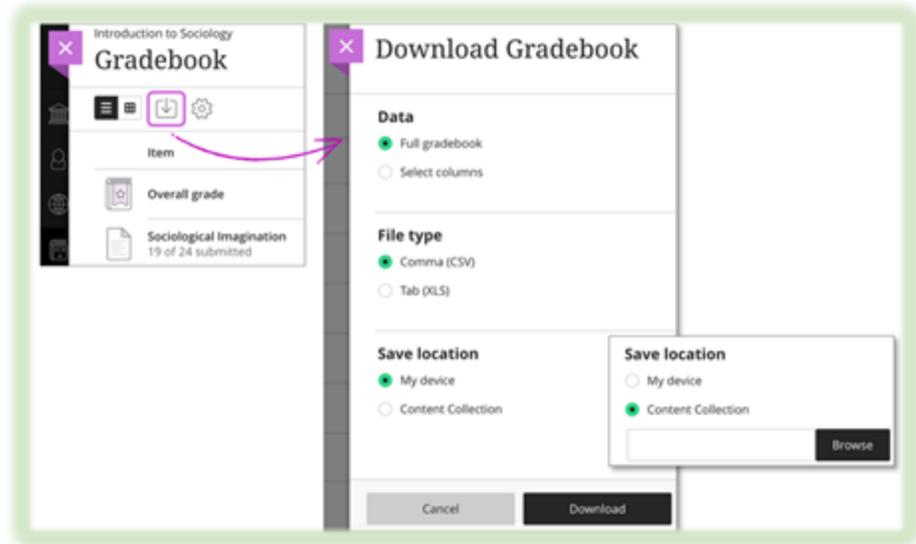
2. Upload a file to the gradebook

- You can upload a grade file you worked on offline and update your gradebook. To upload a correctly formatted file, download the gradebook. Then, edit the file with the data you want to upload.