Adjusting Grade Schemas in Blackboard Ultra

When trying to change the grading schemas in Ultra, you will need to select Gradebook and then proceed to the cog wheel settings control.


The Gradebook Settings will open and Manage Grade Schemas will need to be clicked on to make changes to the grading structure of the course.

|  | Sandbox_Pate_Ultra <br> Gradebook Settings |
| :---: | :---: |
| t | Grade Schemas |
|  |  |
|  | Student Performance |

Here you can click on any of the pre-populated letter grades and adjust the beginning scale number.



You can add, edit, and delete grade schemas based on the course needs. If the grade and range need to be added, you will hover between the upper and lower grade and a purple highlight with a + sign will appear. If you are trying to delete the grade entirely, you will select the 3 ellipses at the end of the grade row and choose Delete. Editing a grade or parameter would require the 3 ellipses to be selected and then Edit chosen to open the grade and point range back up.

Adding a Category in Blackboard Ultra

When trying to add a category in Ultra，you will need to select Gradebook and then proceed to the cog wheel settings control．


You will scroll down to Grade Categories and select Add New Category．

| Grade Categories <br> Grade categories are groups of similar ursework， You can add custom categories to thegradebook． |
| :---: |
|  |  |
|  |
| Journal |
| ¢．．Discussion |
| Test |
| 込 Assignment |
| 吅喿 Exam |
| （2）Homework |
| －Presentation |
| 枵碞 Quiz |

Here you will give the grade category a name. You may need to review any assignment created with another category and make those changes accordingly to reflect the new category name.


Next, you can set up point values and percentages to obtain the overall grade. Choose Set up overall grade.


If you are choosing weighted percents choose the weighted calculation.
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

At this point a list of grade categories will populate. You can adjust values and see what assignments fall under each category by selecting the down arrow on the right side of the grade category. Remember the grade percentages must total $100 \%$. Save and close to keep any new settings.

| Select a Calculation Type |  | Overall Grade Settings |
| :---: | :---: | :---: |
| Points Weighted Advanced |  |  |
| Assign percentage values to grading categories and items for an overall grade worth $100 \%$. Hide instructions <br> - Unlink [ $\boldsymbol{\sigma}$ ] an item from its category to weigh it independently. |  | Select thow the overall grade is displyyed |
| - Unlock [ $\mathbf{G}$ ] Items and categories to let the system auto--balance their percentages. <br> - Exclude (Ø) Items and categories from the overal grade calculation. |  | Letter |
|  | 5411.12 \% ${ }^{\text {c }}$ |  |
| Assignment <br> 5 items $\oplus$ Edit calculation rules | $6 \longdiv { 1 1 . 1 1 * 0 ~ - ~ }$ |  |
|  |  |  |
|  | $6 \longdiv { 1 1 . 1 1 \% }$ ¢ ${ }^{\text {c }}$ |  |

