

Adding a New Grading Category

Content	Calendar	Announcements	Discussions	<u>Gradebook</u>	Messages	Analytics	Groups	

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.

Grad	Grade Categories		
Grade You ca	Grade categories are groups of similar oursework. You can add custom categories to the gradebook.		
	Add New Category		
Ø	Journal		
6	Discussion		
	Test		
* <u>-</u>	Assignment		
	Exam		
â	Homework		
B	Presentation		
	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. This would require you to review all assignment categories located within the **Gradable Items**.

Content	Calendar Announcement:	Discussions	Gradebook Messages	Analytics Groups	
Gradable Items Grades Students					
	Item \$			Category 🗢	
	Test Bank - Chapter 42			Test	
+- ×=	Total			No Category	
* /-	Sample Assignment			Assignment	
	Test 1			Test	



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×	Set up overall grade				
	Grade Categories				
	Grade categories are groups of similar coursework. You can add custom categories to the gradebook.				
	Add New Category				
÷	Example Category				
	Journal				

Optional Settings

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.







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Sandbox,Fate, Jitra Overall Grade	
c Select a Calculation Type	Overall Grade Settings
Points Weighted Advanced Astep nervenage where to grading citegories and terms for an ownall grade worth 100%. <u>Hist instructions</u> • Unitian (g) in item from a citegory to weigh in three-senders. • Unitian (g) in item from a citegory to weigh in three-senders. • Exclude (Q) items and categories the three states activations to the preventages.	The overall grade heips students keep totals of their performance in your course. The overall profits is calculated using relative weights for gradebook the our categories. Select how the overall grade is displayed Letter
Test S0 Items ③ Edit calculation rules	6 11.12 % 0 .
Assignment 15 Rems @ Edit calculation rules	A 0 V
Discussion 1 Rem 🕲 Effic calculation rules	<u>а</u> [11.11 %] Ø ∨
Exam O Retrue @ Edit calculation rules	6 11.11 % Ø V
Example Category	

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.