



University
of Rochester

Ultra Courses Teaching in Ultra

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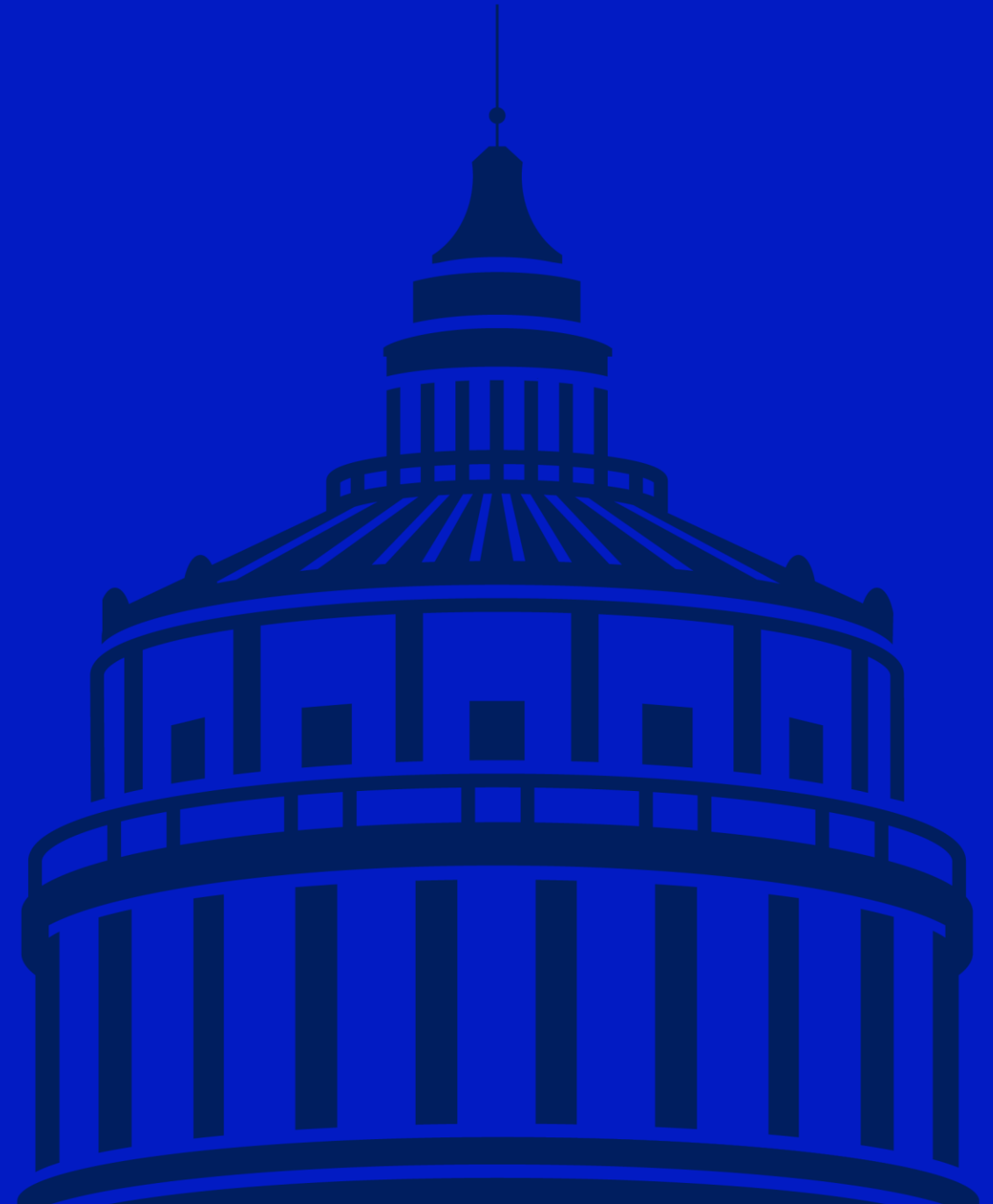
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Workshop Learning Objectives

Participants will be able to...

- Navigate the Gradebook
- Setup Overall Grade in Gradebook
- View Student Progress and other Analytics
- Grade Student Work and Post grades
- Create and Post Announcements

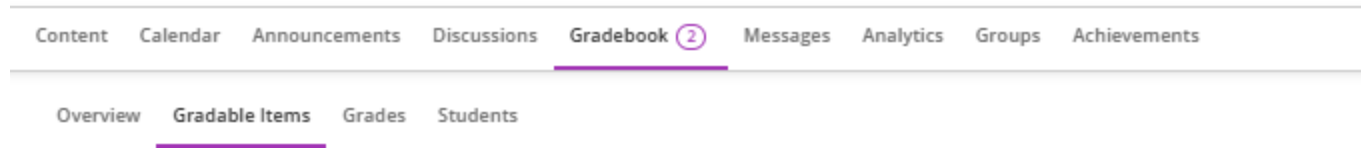
Workshop Learning Objectives

Participants will be able to...

- Email/Message Students
- Receive Appropriate Notifications
- And More...

Four Views

- Overview
- Gradable Items = List
- Grades = Grid View
- Students = List



Gradebook Settings

Grade Schemas / Student Performance

See and Edit Grading
Schemas



Set Performance
Criteria for
Notifications



Gradebook Settings

Grade Schemas

Grading schemas map percentages to letter grades or some other notation for reporting performance.

[Manage Grade Schemas](#)

Student Performance

Receive alerts in your activity stream about student performance and activity

Number of days a student is inactive

When a student's overall grade percentage is below

[View Course Activity](#)



Send activity stream alerts to students based on these settings

Example Grade Schema

Grade Schemas

⊕ Add

Pass-Redo

etter

Pass-Redo

Grade Schemas used in course items or overall grade can't be deleted.

Grade Name	Grade Range %	
Perfect	99% and 100%	...
Continue but Review	80% and less than 99%	...
Resubmit Required	0% and less than 80%	...

Note – Do not use the Letter Grading Schema with out Reviewing it for accuracy. This is not setup to UR Standards.

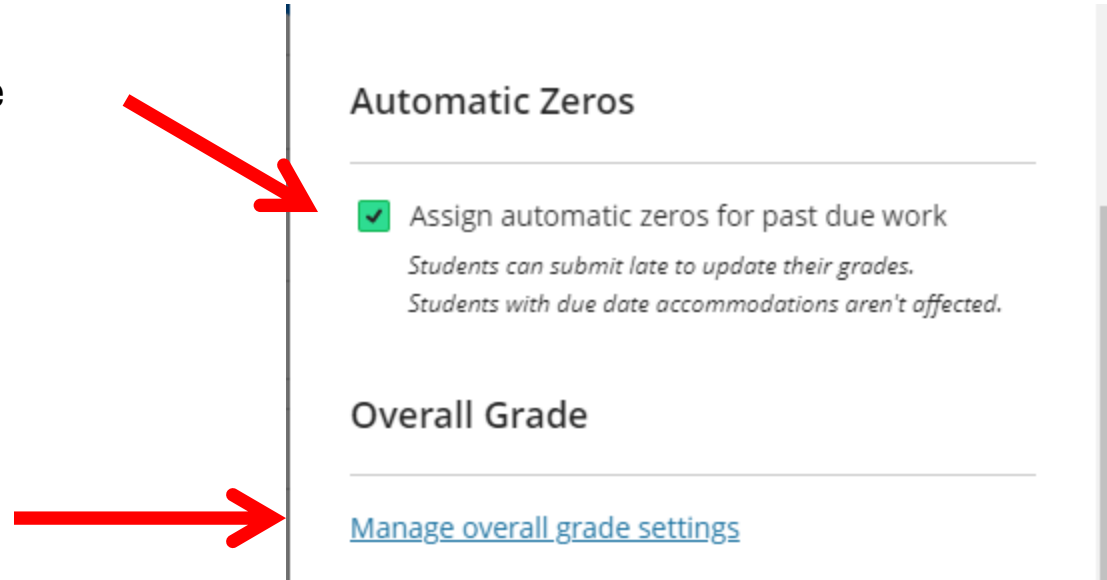


Gradebook Settings

Automatic Zeros / Overall Grade

Automatically Assign Zero Grades
after Due Date
Late submissions can still be
graded

Setup Overall Grade
Column



The screenshot shows the 'Gradebook Settings' interface. A vertical line separates the settings from the main content area. Two red arrows point to this line: one from the 'Automatic Zeros' section and one from the 'Overall Grade' section. The 'Automatic Zeros' section is expanded, showing a checked checkbox for 'Assign automatic zeros for past due work' and two lines of explanatory text. The 'Overall Grade' section is collapsed, showing a link to 'Manage overall grade 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

[Manage overall grade settings](#)

Gradebook Settings

Manage Gradebook Items

Students Visibility

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






Item Management

[Manage gradebook items](#)

Item Management

Manage gradebook items in this course.

0 of 44 items hidden

<input type="checkbox"/>	Item	Category	Due Date	Student visibility	Instructor visibility
<input type="checkbox"/>	 Overall Grade	No Category	—	Visible	<input type="checkbox"/>
<input type="checkbox"/>	 avg assignments	No Category	—	Hidden	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 New Calculation 2/5/25	No Category	—	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 Essential Questions: Module 4	No Category	—	Hidden	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 Peer Review	No Category	11/22/24 1:00 PM	Visible	<input checked="" type="checkbox"/>

Visible to Students

Visible to Instructor



Gradebook Settings

Categories

Create Your Own Categories



Categories are useful for setting the Overall Grade

Instructor-Created Categories

Blackboard's Categories

Grade Categories

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

Add New Category

	Group Project	...
	Final Reflection	...
	Individual Project	...
	Participation or Community	...
	Extra or Bonus	...
	Quiz	
	Presentation	
	Homework	
	Exam	

Adding Category to any Graded Item Journal, Discussion, Test, Assignment

Journal - Module 5



Journal Settings

Details & Information


- ☒ Grade journal
This journal counts for a grade
- ☒ Allow users to edit and delete entries
- ☒ Allow users to edit and delete comments

Participation & Grading


Due date

11/27/23  11:59 PM 

Grade category

Journal 


Grade using

Points 

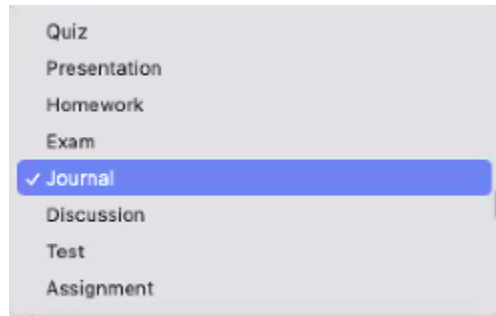
Maximum points

5

Additional Tools

 Use grading rubric
[Add grading rubric](#)

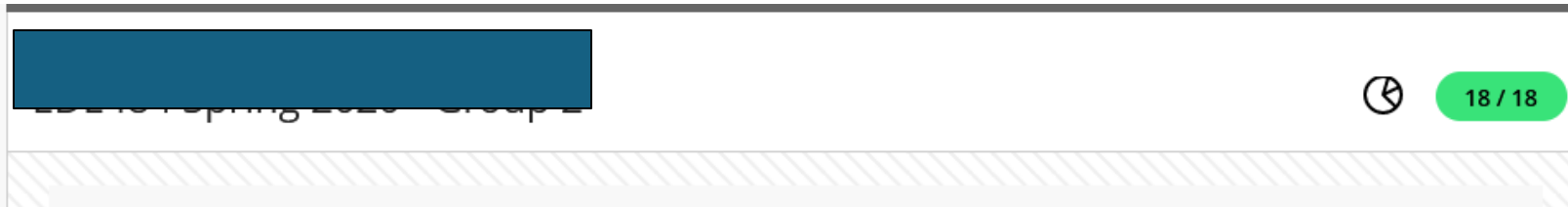
Use Setting Gear for any
Graded Item to set the
Category



Setting Overall Grade

What is the Overall Grade?

- Similar to Total or Weighted Total in Original
- You decide how it is presented/calculated
- You decide if it is displayed to students
- Used on Analytics page to support Student Success measures



Set it Up

List View – Bottom of Screen

Student View – Bottom of Screen

Grid View – Right Side of screen

When you have all of your graded items created



Set up the overall grade!

The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

Set it up

[Hide this message](#)

Overall Grade Setup or Change

The screenshot shows a user interface for managing overall grade settings. At the top, there is a navigation bar with four icons: a magnifying glass, an upload arrow, a download arrow, and a gear icon. A red arrow points to the gear icon. Below the navigation bar, the page is titled 'Settings'. There are two main sections: 'Automatic Zeros' and 'Overall Grade'. The 'Automatic Zeros' section has a green checkmark next to the text 'Assign automatic zeros for past due work', followed by two lines of smaller text: 'Students can submit late to update their grades.' and 'Students with due date accommodations aren't affected.' The 'Overall Grade' section has a link that says 'Manage overall grade settings'. A red arrow points to this link. To the left of the 'Settings' panel, the text 'Setup Overall Grade Column' is visible.

Setup Overall Grade Column

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

[Manage overall grade settings](#)

Overall Grade Initial Setup

Examples

Overall Grade Calculation

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

☒ Points

[Hide example](#)

Assignments category	(200 points)
- Assignment 1	(100 points)
- Assignment 2	(100 points)
Final Exam	(300 points)
Overall Grade	/500 points

☐ Weighted

[Hide example](#)

Assignments category	(40% of overall grade)
- Assignment 1	
- Assignment 2	
Final Exam	(60% of overall grade)
Overall Grade	/100%

☐ Advanced

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

Cancel

Next



Overall Grade Settings

Choose Grade Type
Points, Weighted

Uncheck for Total points
Check for Running Total

Calculation Details

Grades →

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.

 Discussion 10 items Edit calculation rules	25		▼
 Journal 9 items Edit calculation rules	9		▼
 Extra or Bonus 6 items Edit calculation rules	0		▼
 Group Project 4 items Edit calculation rules	10		▼

Overall Grade Settings

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

Points ▼

☒ Show to students

Uncheck to Hide this column



Display of Overall Grade

Verify Letter Grade
Settings

Using Grade Schemas
in Settings

Select how the overall grade is displayed

Letter ▼

- Letter
- Points
- Percentage
- Complete/Incomplete

Grade Schemas

Grading schemas map percentages to letter grades or some other notation for reporting performance.

[Manage Grade Schemas](#)

Groups Gradable Items

Expand to see Gradable Items in this Category

 Individual Project 4 items + Edit calculation rules	23		
Individual Lesson - Part 1 (M5) Individual Project	2		
Individual Project Part 2 (M6) Individual Project	2		
Lesson Plan Sharing (M10) Individual Project	5		
Individual Lesson - Final (M10) Individual Project	14		



Groups Gradable Items

Click to Exclude from points collection
(will turn purple)

 Individual Project 4 items + Edit calculation rules	23		^
Individual Lesson - Part 1 (M5) Individual Project	2		
Individual Project Part 2 (M6) Individual Project	2		
Lesson Plan Sharing (M10) Individual Project	5		
Individual Lesson - Final (M10) Individual Project	14		



Groups Gradable Items

Click to Remove / Unlink from Category completely

 Individual Project 4 items + Edit calculation rules		23		 
Individual Lesson - Part 1 (M5) Individual Project		2		
Individual Project Part 2 (M6) Individual Project		2		
Lesson Plan Sharing (M10) Individual Project		5		
Individual Lesson - Final (M10) Individual Project		14		



Move items into the Category

The screenshot illustrates the process of moving items into a category. On the left, a list of course items is shown, including Discussion, Journal, Assignment, and various teaching assignments. On the right, a detailed view of the 'Assignment' category is displayed, showing its sub-items. A red arrow indicates the action of moving an item from the left list into the 'Assignment' category on the right.

Category	Items	Score	Icon
Discussion	7 items Edit calculation rules	28	Down arrow
Journal	7 items Edit calculation rules	14	Down arrow
Discussion - LOT Assignment Submission & Peer Review	Assignment	13	Link icon
Assignment	3 items Edit calculation rules	45	Up arrow
Demonstration of Teaching Assignment- Submission and discussion	Assignment	13	Link icon
Observation of Clinical / Large Group Teaching	Assignment	7	Link icon
Clinical Teaching Methods Paper	Assignment	25	Link icon
Test	1 item Edit calculation rules	1	Down arrow
Exam	0 items Edit calculation rules	0	Down arrow
Homework	0 items Edit calculation rules	0	Down arrow

Category	Items	Score	Icon
Assignment	4 items Edit calculation rules	58	Up arrow
Discussion - LOT Assignment Submission & Peer Review	Assignment	13	Link icon
Demonstration of Teaching Assignment- Submission and discussion	Assignment	13	Link icon
Observation of Clinical / Large Group Teaching	Assignment	7	Link icon
Clinical Teaching Methods Paper	Assignment	25	Link icon

Using Weights

Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink [🔗] an item from its category to weigh it independently.
- Unlock [🔒] items and categories to let the system auto-balance their percentages.
- Exclude [🚫] items and categories from the overall grade calculation.

Weigh gradable items within a category. ⓘ

☒ Proportionally ☐ Equally

 Assignment 13 items Edit calculation rules	 9.1 %  
 Test 11 items Edit calculation rules	 9.09 %  
 Journal 4 items Edit calculation rules	 9.09 %  
 Attendance 1 item Edit calculation rules	 9.09 %  

Proportionally: Weight items based on their points relative to others in the category.

Equally: Apply equal weights to all items in a category.




Initial View
















































All Categories
Equal Weighting

Updating Weights

Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink  an item from its category to weigh it independently.
- Unlock  items and categories to let the system auto-balance their percentages.
- Exclude  items and categories from the overall grade calculation.

 Discussion 18 items  Edit calculation rules	 35 %  
 Journal 6 items  Edit calculation rules	 10 %  
 Test 6 items  Edit calculation rules	 20 %  
 Assignment 1 item  Edit calculation rules	 35 %  
 Attendance 0 items  Edit calculation rules	 0 %  
 Exam 0 items  Edit calculation rules	 0 %  
 Homework 0 items  Edit calculation rules	 0 %  
 Presentation 0 items  Edit calculation rules	 0 %  
 Quiz 0 items  Edit calculation rules	 0 %  
 Calculations 1 item	N/A 

Total: 100%

Update Percentages for others

Exclude any Unused Categories

Adjusting for Scores

Test

21 items | [Edit calculation rules](#)

Magic Tricks Testing

Test Category

Category Calculation Rule

Enable

Enabling a rule allows you to set conditions for all elements within the category to calculate the category's total score. You need to have more than one (1) non-exempt item within the category to set a rule correctly. Bear in mind that enabling rules can affect a student's final grade for that category.

Items in this category are weighted proportionally

Drop Scores

Choose to drop scores from the total calculation

Use Only

Choose to use only specific scores in the total calculation

Cancel

Continue

Drop Scores

Choose to drop scores from the total calculation

Drop

0

lowest scores

Drop

0

highest scores


Use Only

Choose to use only specific scores in the total calculation

Lowest score

Highest score

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The logo of the University of Rochester, featuring a shield with a book, a lyre, and a caduceus, with the word "MELIORA" above it.

Manage Grade Categories

Create new
Categories



Instructor Created



Blackboard Created



Used for Overall Grade Calculations

Grade Categories

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

Add New Category



Group Project

...



Final Reflection

...



Individual Project

...



Participation or Community

...



Extra or Bonus

...



Quiz



Presentation



Homework



Exam

Add your Category

Journal - Module 5



Journal Settings

Details & Information


- ☒ Grade journal
This journal counts for a grade
- ☒ Allow users to edit and delete entries
- ☒ Allow users to edit and delete comments

Participation & Grading


Due date

11/27/23  11:59 PM 

Grade category

Journal 


Grade using

Points 

Maximum points

5

Additional Tools

 Use grading rubric
[Add grading rubric](#)

Quiz

Presentation

Homework

Exam

☒ Journal

Discussion

Test

Assignment

Use Setting Gear for any Graded Item to set/change the Category

Analytics

Monitor Student Performance

Within Gradebook settings

Based on :

Overall Grade


Missed Due Dates

Days since Course Access

Takes you to Analytics page

Sen student notifications automatically

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

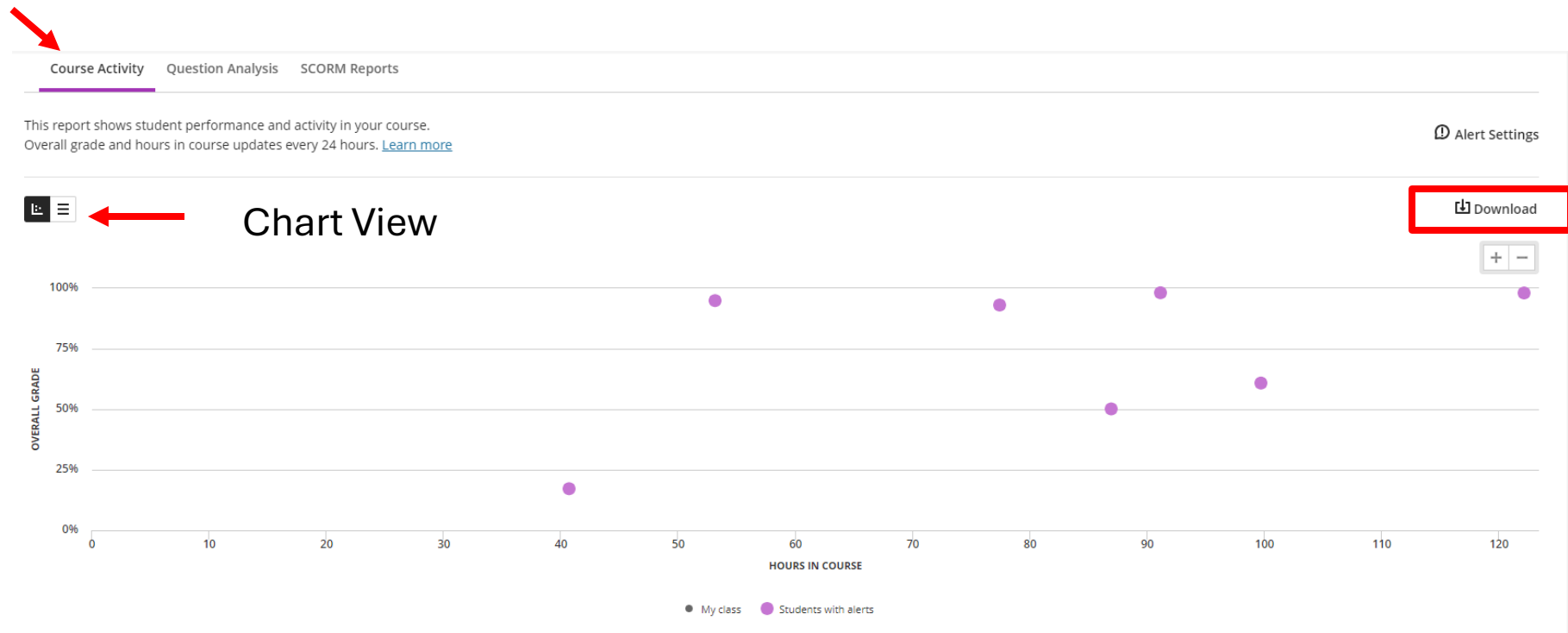
15 days

 [View Course Activity](#)

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

Analytics

Course Activity



Analytics

Filter alerts

All students

Alerts

List View

Send message

Download

<input type="checkbox"/>	Student	Overall Grade	Hours in Course	Days Since Last Access
<input type="checkbox"/>		17.18%	40.76	17
<input type="checkbox"/>		50.16%	86.97	17
<input type="checkbox"/>		60.83%	99.7	6
<input type="checkbox"/>		93.07%	77.43	6
<input type="checkbox"/>		94.89%	53.15	9

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Question Analysis






Course Activity

Question Analysis

SCORM Reports

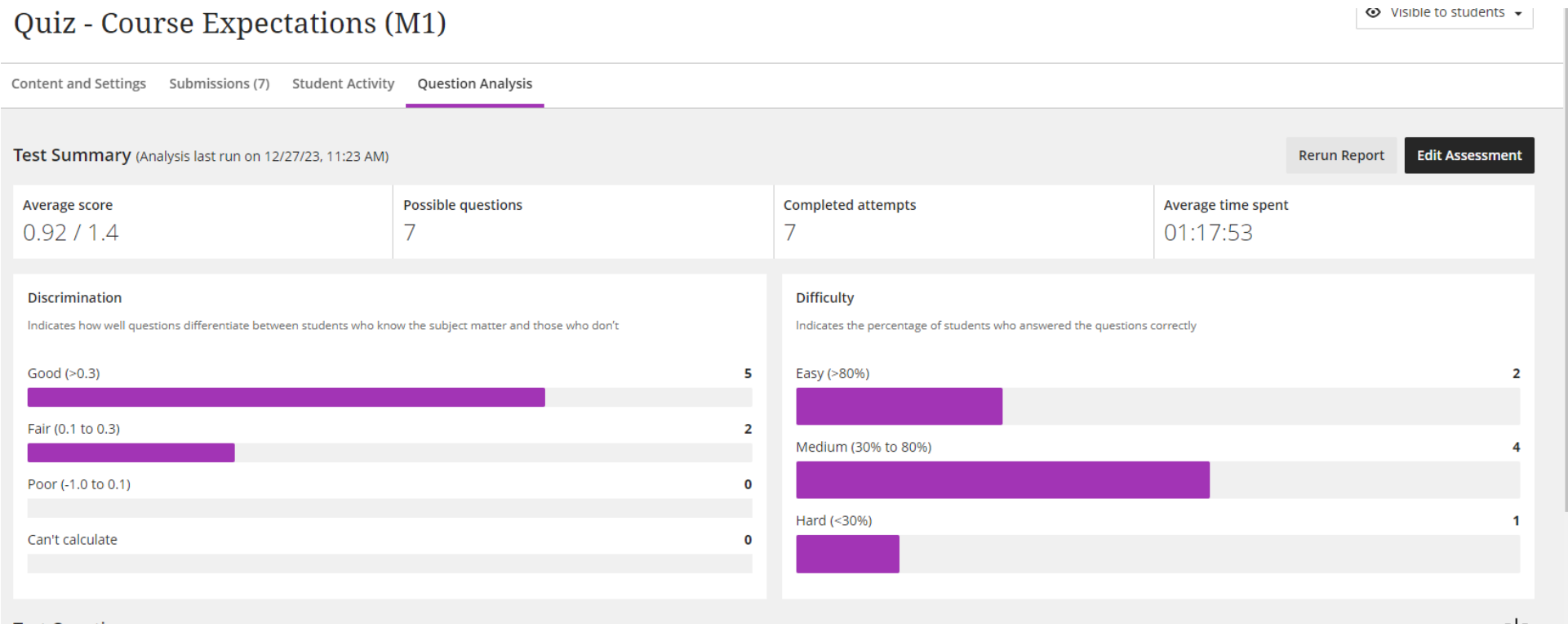
Question Analysis

Question analysis provides statistics on overall performance, assessment quality, and individual questions. This data helps you recognize questions that might be poor discriminators of student performance. Reports expire after 14 days.

Assessment	Due Date	Status	
 Getting Started Quiz		No questions in the assessment	Run Report
 Quiz - Course Expectations (M1)	9/6/23, 11:59 PM		Run Report
 Group Lesson Draft (M8)	10/18/23, 5:00 PM		Run Report
 Getting Started Quiz		No questions in the assessment	Run Report
 Quiz - Course Expectations (M1)	9/6/23, 11:59 PM	Completed on 12/27/23, 11:23 AM	




Question Analysis Overall

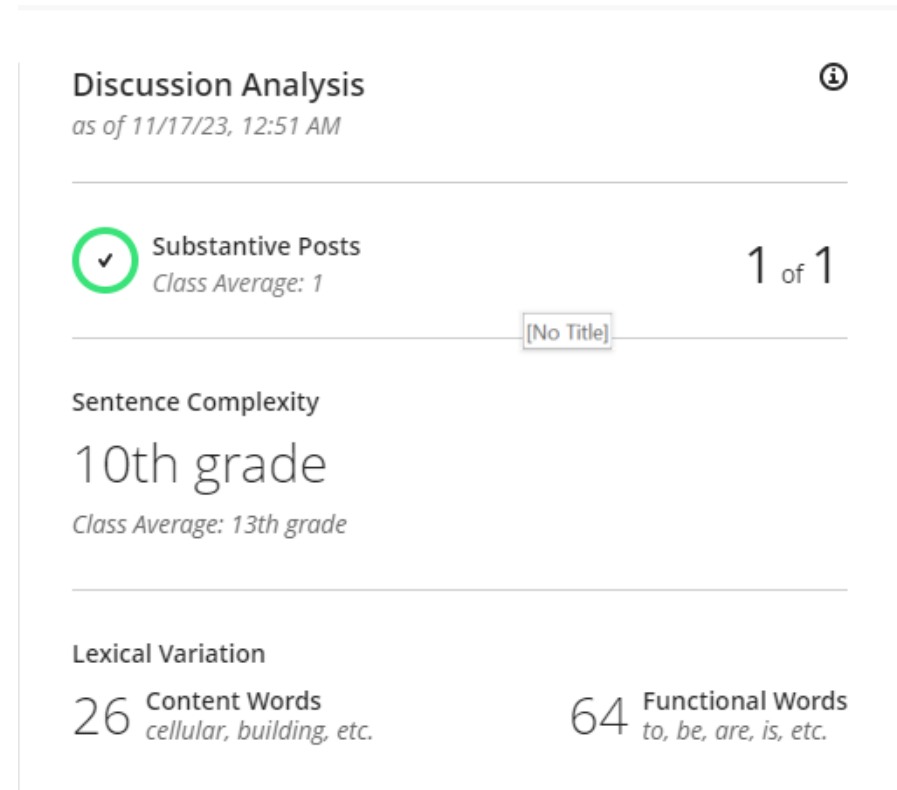
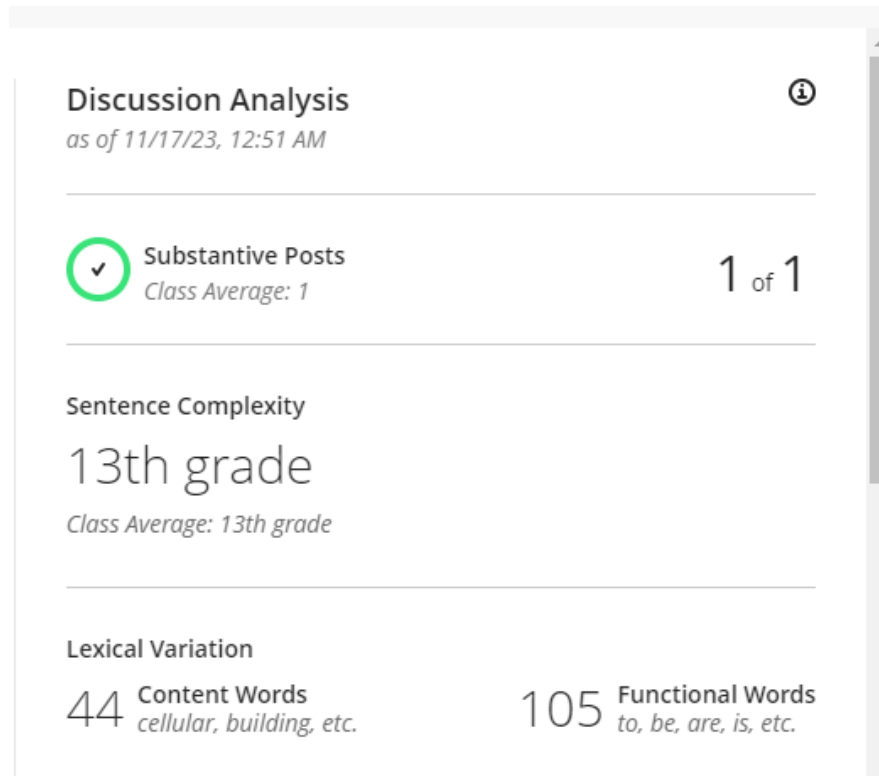


Question Analysis

Question by Question

Test Questions 									
Question	Review ⇅	Question Modified ⇅	Needs Grading ⇅	Question Type ⇅	Discrimination ⇅	Difficulty ⇅	Graded Attempts ⇅	Not Answered ⇅	Average Score ⇅
True or False - This class meets every week during the semester.	No	No	No	True/False	0.23	71.43%	7	0	0.15
True or False - I am expected to have had previous experience in an online CO...	Needs review	No	No	True/False	0.66	85.72%	7	0	0.18
True or False - One of the benefits of this course being "online" is that I c...	No	No	No	True/False	0.83	71.43%	7	0	0.15
Which of these is NOT one of the major assignments in the course?	No	No	No	Multiple Choice	0.68	57.15%	7	0	0.12
I understand that there will be multiple online assignments during the week....	Needs review	No	No	True/False	0.15	85.72%	7	0	0.18
There are bonus points available throughout the course.	Needs review	No	No	True/False	0.63	14.29%	7	0	0.03
What is the number of class sessions you can miss without penalty?	No	No	No	Multiple Choice	0.63	71.43%	7	0	0.15

Discussion Post Analytics



Critical Thinking Level

25.2%

Class Average: 42%



Word Variation

41.67%

Class Average: 51%



Discussion Details

Student's Participation

Class Average

Responses

1

1

Replies

0

0

Average Word Count

180

122.4

Critical Thinking Level

54.38%

Class Average: 42%



Word Variation

41.28%

Class Average: 51%



Discussion Details

Student's Participation

Class Average

Responses

1

1

Replies

0

0

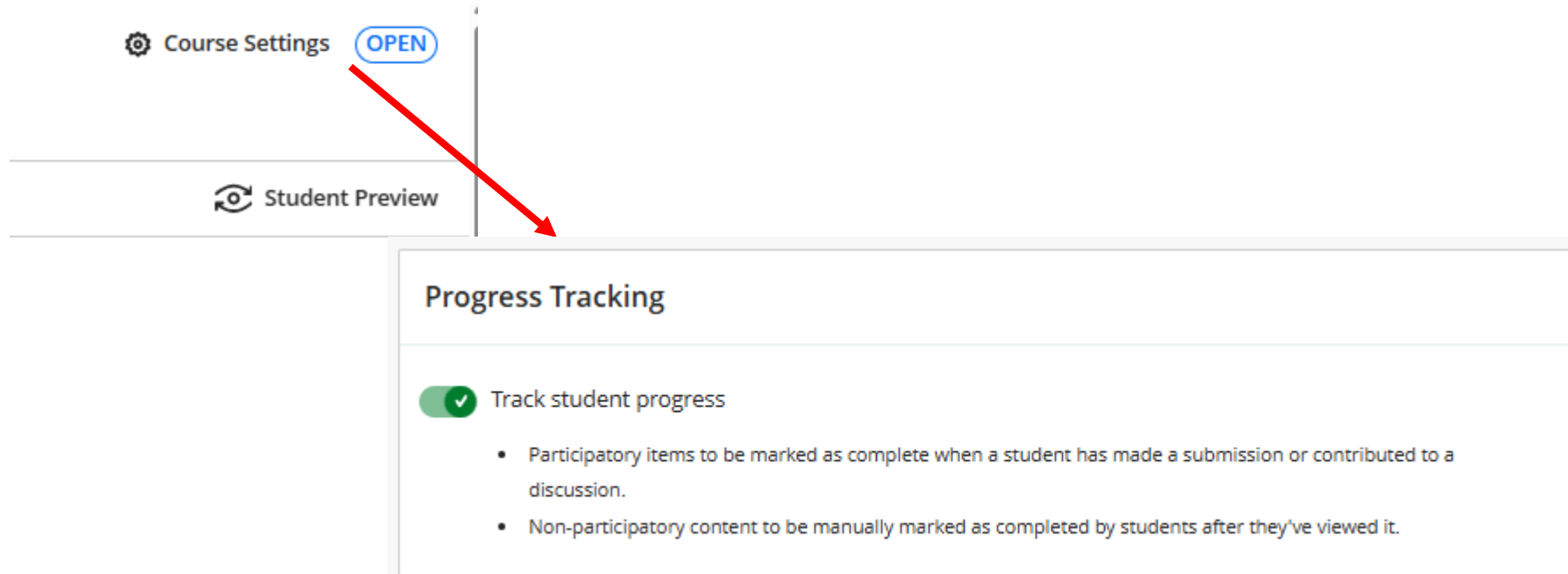
Average Word Count

109

122.4

Progress Tracking and Student Activity

Progress Tracking





Highly Recommended to Leave ON


Student View

Marked as Complete



Course Content

  Example Document

 Folder of Perusall assignments


Started



 **P** Backward Design Process - Full video

This sample shows how video annotation works. Bonus:

Progress Tracking View by Student



Last access: 12/3/23, 12:18 AM

Username: ID:

Grades

















Progress

Notes

✔ Module 2 - Experience as Learners - September 4 - 10	Marked complete 9/18/23, 2:23 PM	←
☹ Module 3 - Building Community - September 11 - 17	Started 9/18/23, 2:37 PM	▼
✔ Module 4 - Theories of Learning - September 18 - 24	Marked complete 9/28/23, 8:22 PM	▼
☹ Module 5 - Lesson Design - September 28 - October 1	Started 9/27/23, 10:55 PM	←



Item Specific Progress For Student

Module 7 - Motivation - October 9 - 15		Started 10/14/23, 7:56 PM
  Welcome to Module 7	Student clicked, and marked it complete	 Marked complete 10/14/23, 8:03 PM
  Module Overview		Marked complete 10/14/23, 8:03 PM
 Module 7 Content	Student did not click into this	Started 10/14/23, 7:58 PM
 Best Practices for Social Presence (M7)		 Unopened
 Identifying Motivation (M7)		Unopened
  Group Work in Online Settings (M7)	Student submitted this	 Completed 10/28/23, 7:02 PM
 Conversations about Online Learning - Yellowdig	Student clicked this	 Started 10/24/23, 5:58 PM
 Mid-Course Survey		Unopened
 Reflection - The puzzle of motivation Dan Pink (M7)		Unopened

Progress Tracking

View by Content Item



Student Specific Progress For Item

Review for In-person Session

Content

Student Progress

Progress Summary

2 Marked complete

1 Started

4 Unopened

Q Search by student name

Progress StatusAll

<input type="checkbox"/>	Student Name ↑		Progress Status ↕
<input type="checkbox"/>	<div></div>	Student opened and marked Complete	Marked complete 11/28/23, 4:21 PM
<input type="checkbox"/>			Unopened
<input type="checkbox"/>			Unopened
<input type="checkbox"/>		Student opened	Started 11/29/23, 5:48 AM
<input type="checkbox"/>			Unopened
<input type="checkbox"/>			Unopened
<input type="checkbox"/>		Student has not opened	Marked complete 11/29/23, 4:43 PM
<input type="checkbox"/>			



Overall Test Activity

Module 1 Quiz

Visible to students

Content and Settings Submissions (7) Student Activity Question Analysis

Student Activity Overview

Submission time

5 min

Course average

Time to open

--

Course average

Time before due date

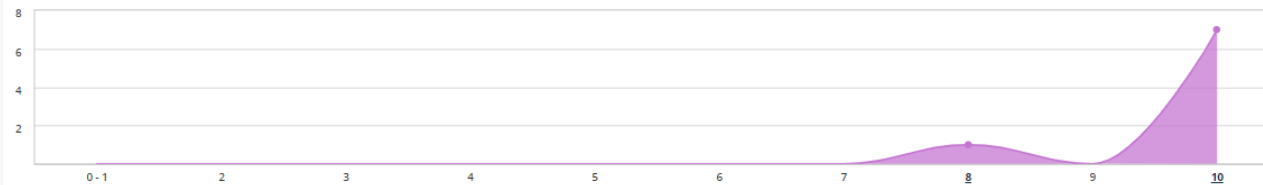
9 days

Course average

Submission Activity

Unopened	0
Drafts started	0
Single submissions	7
Multiple submissions	0

Grade Distribution



Accessed from Student Activity page for the Test

Attempt Logs

Module 1 Quiz Visible to students

Content and Settings Submissions (7) Student Activity Question Analysis

7 of 8 SUBMITTED 0 TO GRADE 0 TO POST Grading latest attempt

Search by student name Student Status All Student Statuses Grading Status All Grading Statuses Send Message

		Post	
<input type="checkbox"/>			...
<input type="checkbox"/>		Posted	...
<input type="checkbox"/>			
<input type="checkbox"/>			

Feedback & Notes

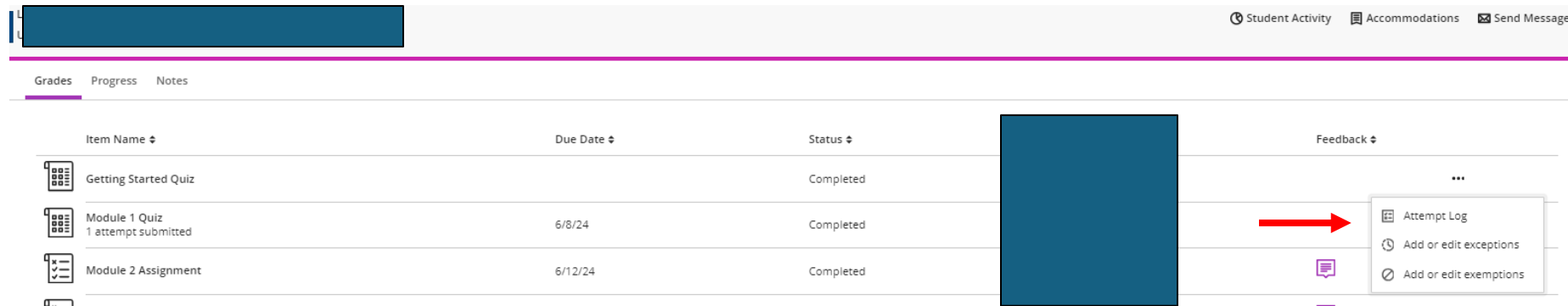
Attempt Log

Add or edit exceptions

Add or edit exemptions

Accessed from Submissions page for the Test

Attempt Logs



The screenshot shows a Gradebook interface with a table of items. A red arrow points to the 'Attempt Log' option in the dropdown menu for the 'Module 1 Quiz' row. The table has columns for Item Name, Due Date, Status, and Feedback. The 'Module 1 Quiz' row shows '1 attempt submitted' and 'Completed' status.

Item Name	Due Date	Status	Feedback
Getting Started Quiz		Completed	...
Module 1 Quiz 1 attempt submitted	6/8/24	Completed	Attempt Log Add or edit exceptions Add or edit exemptions
Module 2 Assignment	6/12/24	Completed	

Accessed from Student Specific page in Gradebook

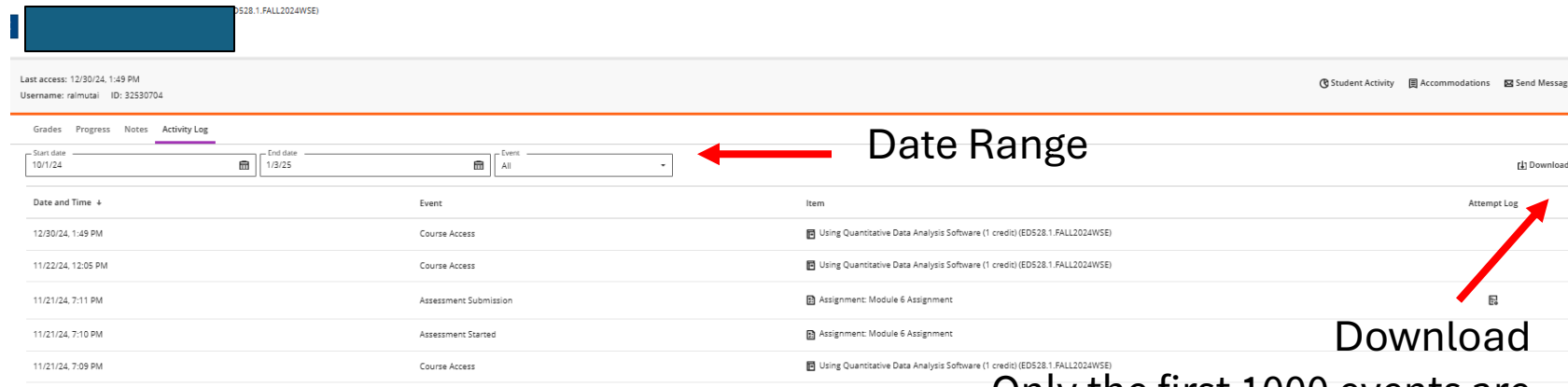
Student Attempt Information

Module 1 Quiz

Attempt time: 0:04:53 Submission receipt: 09805E1A22FC41379C74FE881CDDDA3D				
Date and Time	Event	Question Number	Question	Time Per Question
5/22/24 at 3:51:36 PM	Started			
5/22/24 at 3:52:52 PM	Saved Multiple times	1	Which of these is the best definition...	0:01:15
5/22/24 at 3:53:24 PM	Saved Multiple times	2	Which of these is the best definition...	0:00:31
5/22/24 at 3:55:08 PM	Saved Multiple times	3	Match the variables with their approp...	0:01:42
5/22/24 at 3:55:30 PM	Saved Multiple times	4	Which of these is the best definition...	0:00:21
5/22/24 at 3:55:59 PM	Saved Multiple times	5	Which of these is the best definition...	0:00:29
5/22/24 at 3:56:18 PM	Saved Multiple times	6	Match the statistics to their definiti...	0:00:17
5/22/24 at 3:56:30 PM	Submitted			



Detailed Student Activity



The screenshot shows the 'Student Activity' page for a student. At the top, there's a header with the student's name (redacted), course ID (DS28.1 FALL2024WSE), last access time (12/30/24, 1:49 PM), and username (ralmutal). Below this is a navigation bar with tabs for Grades, Progress, Notes, and Activity Log. The Activity Log tab is selected. Below the tabs, there are filters for Start date (10/1/24), End date (1/3/25), and Event (All). A red arrow points to the date range filters with the label 'Date Range'. To the right of the filters is a 'Download' button. Below the filters is a table with columns: Date and Time, Event, Item, and Attempt Log. The table contains five rows of activity data. A red arrow points to the 'Download' button with the label 'Download'.

Date and Time	Event	Item	Attempt Log
12/30/24, 1:49 PM	Course Access	Using Quantitative Data Analysis Software (1 credit) (ED528.1.FALL2024WSE)	
11/22/24, 12:05 PM	Course Access	Using Quantitative Data Analysis Software (1 credit) (ED528.1.FALL2024WSE)	
11/21/24, 7:11 PM	Assessment Submission	Assignment: Module 6 Assignment	
11/21/24, 7:10 PM	Assessment Started	Assignment: Module 6 Assignment	
11/21/24, 7:09 PM	Course Access	Using Quantitative Data Analysis Software (1 credit) (ED528.1.FALL2024WSE)	

Only the first 1000 events are downloaded.

The student activity log can be filtered by event type and can look to the past 140 days. The log can take up to 20 minutes to update from the last time a student performs an action.

Who Reviewed Feedback

Current Grade

Student Activity

Accommodations










Pronouns: She/Her

Grades

Progress

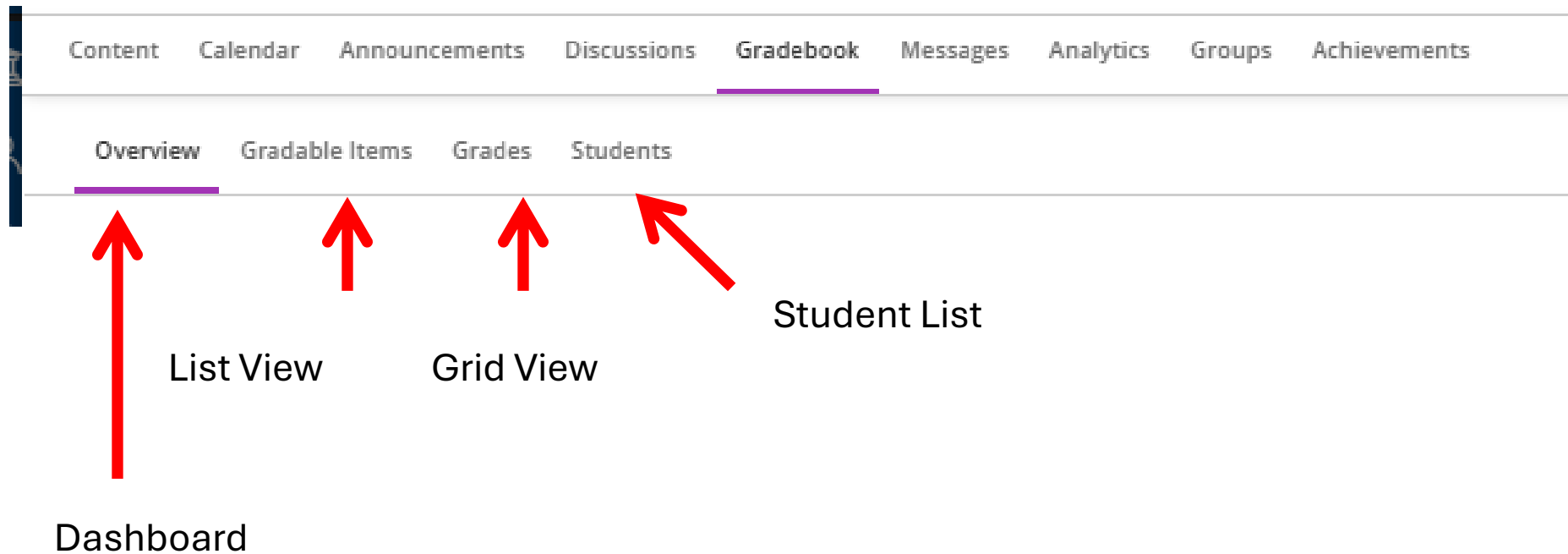
Notes

Activity Log



Item Name	Due Date	Status	Grade	Feedback
 Getting Started Quiz		No submission	-- / 0	
 Getting Started Quiz		Completed	10 / 10	
 Module 1 Quiz 1 attempt submitted	4/9/25	Completed Reviewed	10 / 10	
 Module 2 Assignment	4/16/25	Completed Reviewed	25 / 25	
 Module 3 Assignment	4/21/25	Completed Reviewed	20 / 25	
 Module 4 Assignment	4/26/25	Completed Reviewed	14 / 15	



Grading

Different Grading Views



















Overview = Dashboard

Needs grading 3			
Item	Due Date	Oldest ungraded	
 Group Assignment Testing - ... 2 to grade	12/28/24, 11:59 PM	10/30/24, 9:02 AM	Grade now (2)
 Group Assignment - Weird ... 1 to grade	11/19/24, 11:59 PM	11/18/24, 9:03 PM	Grade now (1)

Needs posting 6 Students won't see their grades until posted.		
Item	Due Date	
 Manual column test 5 to post	1/3/25, 8:16 AM	Post now (5)
 Group Assignment Testing - ... 1 to post	12/28/24, 11:59 PM	Post now (1)

Needs Grading From Grid View

Students ⇅	 Assignment 1 ⇅	 Assignment 2 ⇅	 Assignm
	100 points	100 points	100 p
5 Students	 Complete	1 Graded 1 Posted	0 Graded
 	0 Automatic zero	-	-
 	0 Automatic zero	-	-
 	80 Posted	New Submission	... / 100
 	75 Posted	New Submission	

 View
 Post
 Add or edit exceptions
 Add or edit exemptions

Non-Blackboard Tools

- Cannot access non-Blackboard tools through the Grid View
- May need to go through Content and through link there to Grade
- Can also access from the Assignment list View



Add Grade

The screenshot shows a submission interface for a document titled "T-L-Final-Paper.docx". At the top, the student's name is redacted, and their ID is 31718974. The submission was made on 4/23/24 at 12:41 PM. A red box highlights the grade "10 / 10" and the status "Posted". Below the submission details, a message states: "The conversion process may have changed the spacing in this submission. You can still download the original file." The main area shows a document viewer with a toolbar. On the right, there is a sidebar with sections for "Overall Feedback", "Text feedback" (a large blue box with the text "Text feedback"), "Keep in touch.", "Grading Rubric", and a "Submission" summary showing "Maximum Score: 10 points" and "10 / 10". A "Show descriptions" toggle is at the bottom of the sidebar.

Assessment content T-L-Final-Paper.docx

The conversion process may have changed the spacing in this submission. You can still download the original file.

Page 1 of 5

Overall Feedback

Text feedback

Keep in touch.

Grading Rubric


Submission
Maximum Score: 10 points
10 / 10


Show descriptions

Regrading Auto Zero Scores with Rubric

Must click this to start the grade override process




 Overall Feedback


 Grading Rubric

Submission
Maximum Score: 15 points

0 / 15




You've overridden the grade for this submission.
[You may regrade with the rubric.](#)


 Show descriptions

Able to use previously created dataset


1 possible points (6.67%)

-





UNIVERSITY OF ROCHESTER



MELIORA

Rubric Scores and Feedback

Open the Feedback Pane

The image shows a user interface for viewing rubric scores and feedback. On the left, a rubric for 'Audience Defined' (25% of total grade) is displayed with a current score of 0.37. The rubric has four levels: Excellent (0.5), Satisfactory (0.38), New Level (0.25), and Poor (0). The 'Satisfactory' level is currently selected. On the right, a feedback pane is open, showing 'Overall Feedback' and 'Text Feedback'. The 'Text Feedback' section contains a comment: 'Be sure to make adjustments to the first part before starting part 2. Especially the objectives as these define the table in part 2.' Below this is a 'Grading Rubric' section with a 'Submission' score of 1.5 / 2. A red arrow points from the 'Open the Feedback Pane' text to the feedback pane icon. Another red arrow points from the 'Satisfactory' level of the rubric to the 'Text Feedback' section.

Level	Score
Excellent	0.5
Satisfactory	0.38
New Level	0.25
Poor	0

Overall Feedback

See comments to the left on each section.
Grade is based on the rubric score.

Text Feedback

Be sure to make adjustments to the first part before starting part 2. Especially the objectives as these define the table in part 2.

Grading Rubric

Submission
Maximum Score: 2 points
1.5 / 2

☒ Show descriptions

Audience Defined
25% of total grade
0.37

Online Expectations Defined
25% of total grade
0.5

Overall description
25% of total grade
0.37

Post Grades

Journals/Discussion boards must be posted
Tests/Assignments must be posted if not set Automatically

5 of 7
PARTICIPATING

0
TO GRADE




3
TO POST

Post all grades

Student Status
All Student Statuses

Grading Status
All Grading Statuses

Send Message

<input type="checkbox"/>	Student	Student Status	Grading Status	Grade	
<input type="checkbox"/>	 <input type="text" value=""/>	Entry made	1 to post	2 / 2	Post 1 grade
<input type="checkbox"/>	 <input type="text" value=""/>	Entry made	1 to post	2 / 2	Post 1 grade ...
<input type="checkbox"/>	 <input type="text" value=""/>	Entry made	1 to post	2 / 2	Post 1 grade ...

Reminder - Automatic Posting

Access from Gear
Settings on
Assignment or Test



☐ Delegated Grading

Assessment grade

- ☐ Post assessment grades automatically
Automatically posts the grade when the assessment is graded. The feature covers automatically and manually graded assignments, and tests with auto-graded question types. Turn the setting off if you want to manually control grade publication.

Grid View

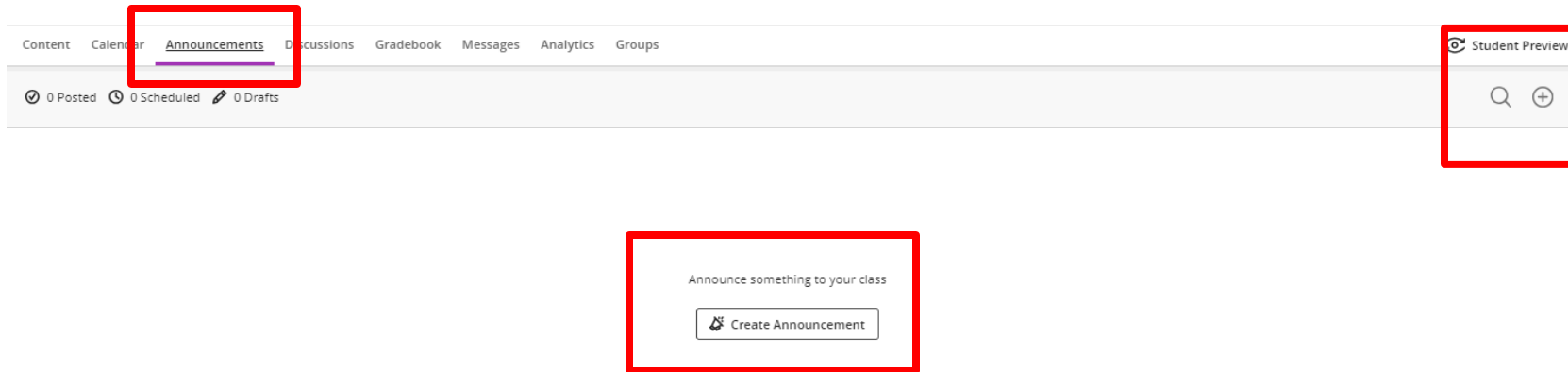
Students	Overall Grade	Getting Started ...	Module 1 Quiz	Module 2 Assign...	Module 3 Assign...	Module 4 Assign...	Module 5 Assign...	Module 6 Assign...
	130 points	10 points	10 points	25 points	25 points	15 points	25 points	30 points
13 Students	6 items	Complete	Complete	Complete	Complete	Complete	Complete	Complete
		6 Posted	10 Posted	21 Posted	21 Posted	15 Posted	20 Posted	30 Posted
		8 Posted	10 Posted	24 Posted	25 Posted	15 Posted	22 Posted	26 Posted
		8 Posted	10 Posted	22 Posted	25 New attempts allowed	15 Posted	24 Posted	29 Posted





Post or Send Announcements

Add an Announcement



Create the Announcement

* Title

Type an announcement title

* Recipients

All course members (10)

* Message

A **T** **A** **Q** **B** **I** **U** **...** **Table** **List** **Link** **Image** **Video** **Embed**

This is my announcement

Word count: 4

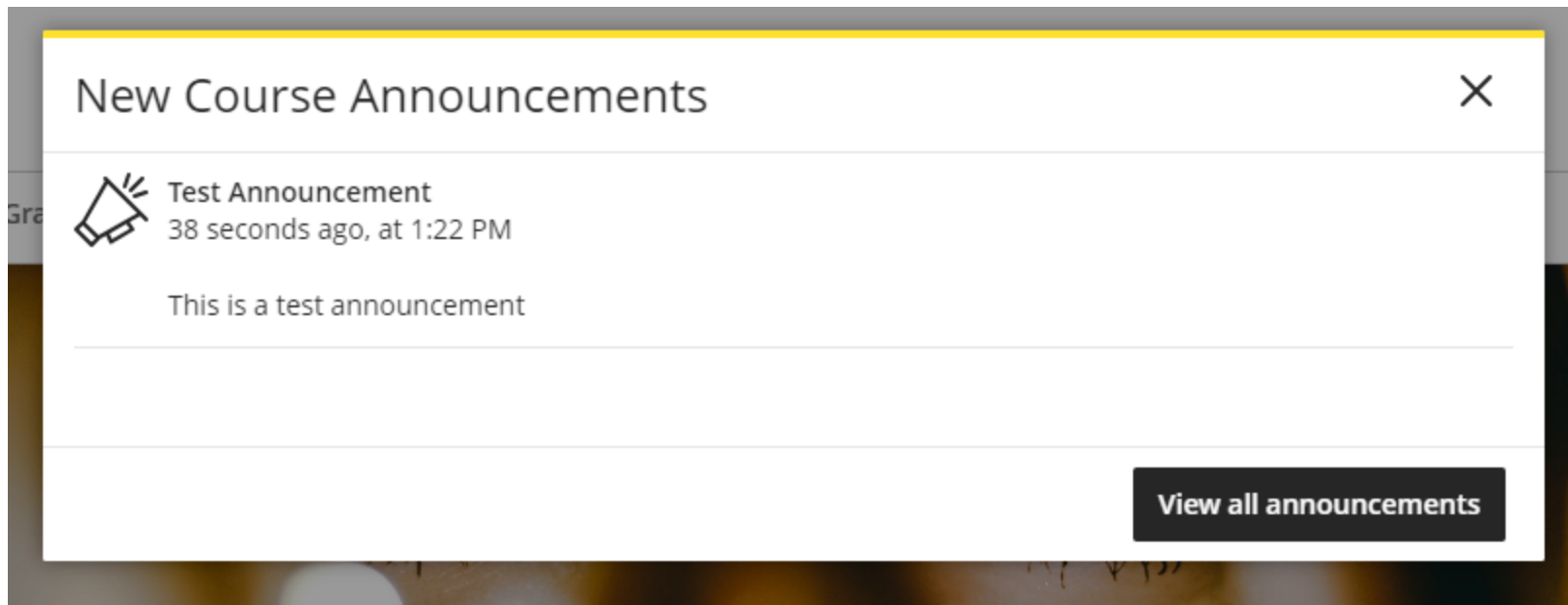
☒ Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.
You can't send an email copy for an announcement scheduled to display or hide in the future.

☐ Schedule announcement
You can't select a display date in the future if you send an email copy

Save draft Post

If you Save Draft,
you will need to
Post later

Pop-up Upon Course Entry



Also appears on Activity Stream

Email / Schedule

*** Title**

Type an announcement title

*** Recipients**

All course members (8) ▼

*** Message**

Type an announcement message

Word count: 0

☐ Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.

☐ Schedule announcement
You can't select a display date in the future if you send an email copy

Scheduled Announcement

☒ Schedule announcement

☒ Show on

12/27/23



1:25 PM



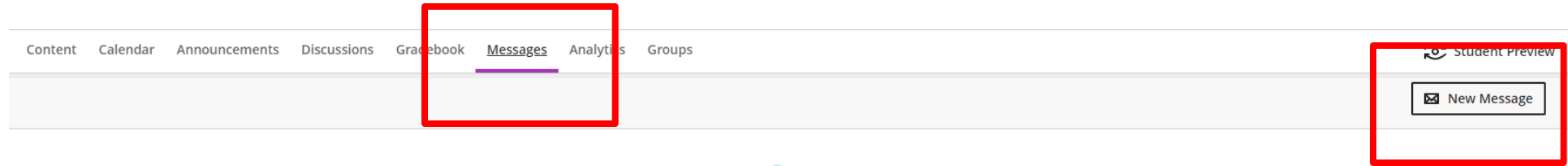
☐ Hide on





Message Students

Send Messages



View messages for your course here.

You can ask questions and share your thoughts with one person, multiple people, or the whole class.

Compose Message

One or More Students

Recipients

Q Enter a course member or group

ⓘ Please add at least one recipient



Send an email copy to recipients



Allow replies to this message

* Message






Type a message

Choose Recipients

Recipients

Search: Type name or choose from list

Enter a course member or group

-  All course members
-  All instructors
-  All students
-  [Redacted]
-  [Redacted]

Individual Message from Student List

Gradable Items

Students

Q Search

1-13 of 13

25

Items per page

Page 1

of 1

<

>

Full Name ↑	Student ID ↕	Username ↕	Last Access ↕	Overall Grade ↕	
<div></div>			12/22/23, 3:27 PM	117 / 130	⋮
			11/17/23, 11:39 AM	122 / 130	<div><div>Accommodations</div><div>Message student</div></div>
















Individual Message from Student Page

Current Grade 117 / 130











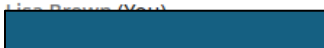


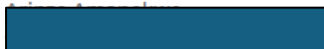

[Student Activity](#) [Accommodations](#) [Send Message](#)

[Grades](#) [Progress](#) [Notes](#)

Item Name	Due Date	Status	Grade	Feedback
 Getting Started Quiz		Completed	6 / 10	 ...
 Module 1 Quiz 1 attempt submitted	10/25/23	Completed	10 / 10	...
 <u>Module 2 Assignment</u>	10/30/23	Completed	21 / 25	 ...
 Module 3 Assignment	11/3/23	Completed	21 / 25	 ...
 Module 4 Assignment	11/8/23	Completed	15 / 15	 ...
 Module 5 Assignment (Late)	11/13/23	Completed	20 / 25	 ...
 Module 6 Assignment	11/19/23	Completed	30 / 30	 ...

History of Messages

Course Messages

	 for you and Miguel Sja...	12/2/23, 8:27 PM 
Yes it did, responding to your comment! Thank you again for your help in this process. Have a wonderful w...		
		11/20/23, 10:43 AM 
Yes. I got it. Graded it this morning!		
	 Lisa Brown (You)	11/17/23, 9:43 AM 
the last module uses a new dataset. but at some point, I would recommend making the changes to modul...		
	 Lisa Brown (You)	11/16/23, 8:17 PM 
Thank you. I appreciate the follow-up.		
	 Lisa Brown (You)	11/14/23, 11:30 AM 
Thank you Lisa. I understand. The final module is not up yet.		





Change Message Settings



[Content](#) [Calendar](#) [Announcements](#) [Discussions](#) [Gradebook](#) [Messages](#) [Analytics](#) [Groups](#)



 [Course Settings](#)

 [Student Preview](#)

Messages

Course Tools

Class Roster

☒ Students can view class roster.

Messages

☒ Allow course messages. When turned off, messages will be sent via email only.

Messages Options

☒ Students can message anyone in their course

☐ Students can only message staff and students in their groups

☐ Students can only message staff

☐ Students can only reply to messages

Turn messages OFF

Who can students message

Messages Off, Reverts to Email

Course Tools

Class Roster

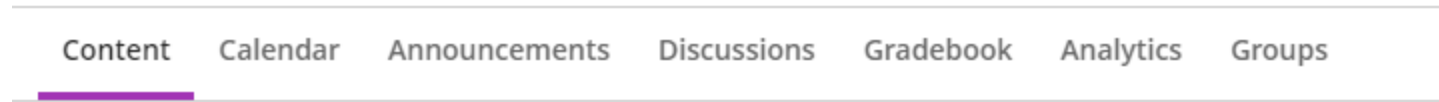
☒ Students can view class roster.

Messages

☒ Allow course messages. When turned off, messages will be sent via email only.

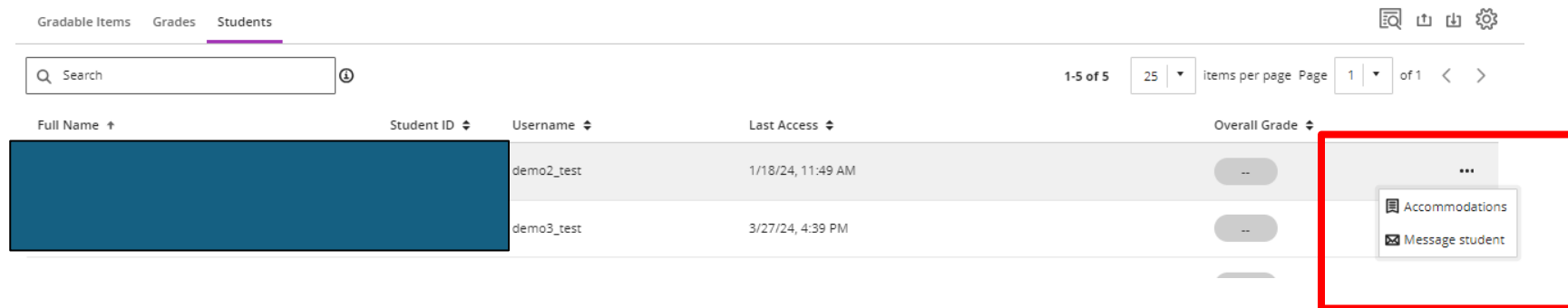
Changes to Course

Messages no Longer on Menu



Instructor Email to Student

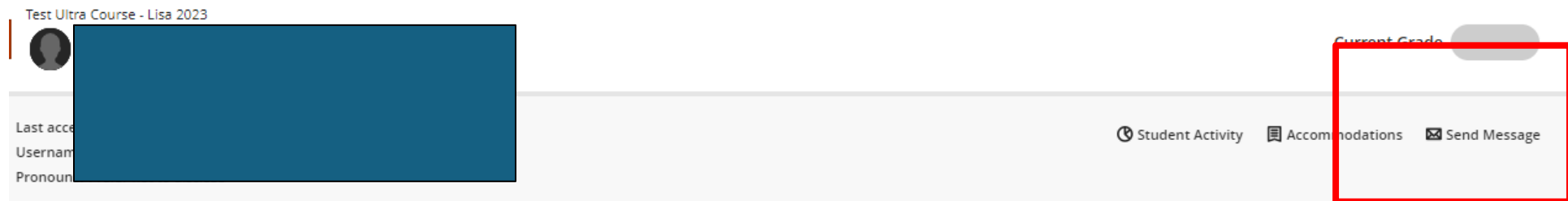
From Gradebook –Students page



The screenshot shows the 'Students' tab in a gradebook interface. At the top, there are tabs for 'Gradable Items', 'Grades', and 'Students'. Below the tabs is a search bar and pagination controls showing '1-5 of 5' items, '25' items per page, and 'Page 1 of 1'. The main table has columns for 'Full Name', 'Student ID', 'Username', 'Last Access', and 'Overall Grade'. Two student entries are visible: 'demo2_test' with last access '1/18/24, 11:49 AM' and 'demo3_test' with last access '3/27/24, 4:39 PM'. A red box highlights the dropdown menu for the first student, which contains the options 'Accommodations' and 'Message student'.

Full Name	Student ID	Username	Last Access	Overall Grade
[Redacted]	[Redacted]	demo2_test	1/18/24, 11:49 AM	--
[Redacted]	[Redacted]	demo3_test	3/27/24, 4:39 PM	--

From Roster – Student Card



The screenshot shows a 'Student Card' for 'Test Ultra Course - Lisa 2023'. The card includes a profile picture, a name, and a 'Current Grade' button. Below the card, there are links for 'Student Activity', 'Accommodations', and 'Send Message'. A red box highlights the 'Send Message' link.

Test Ultra Course - Lisa 2023

[Redacted]

Last access: [Redacted]
Username: [Redacted]
Pronoun: [Redacted]

Student Activity Accommodations Send Message

Student Email to Instructor

Course Faculty



Lisa Brown

INSTRUCTOR



Students Can Send Email to Instructor

Recipients

Lisa Brown

 Recipients will receive this message as an email.

*** Message**



Type a message

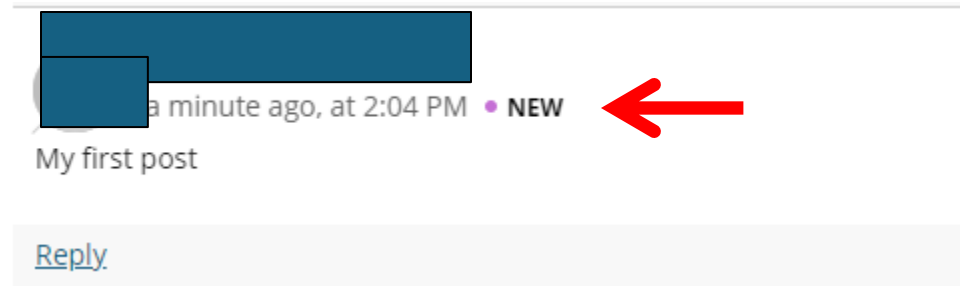
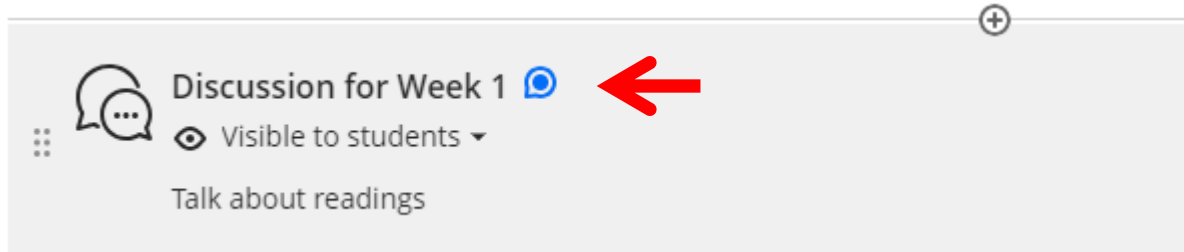




Get Notifications

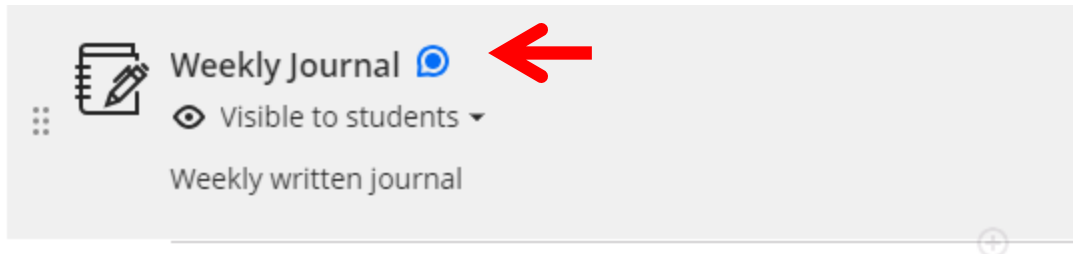
Discussion


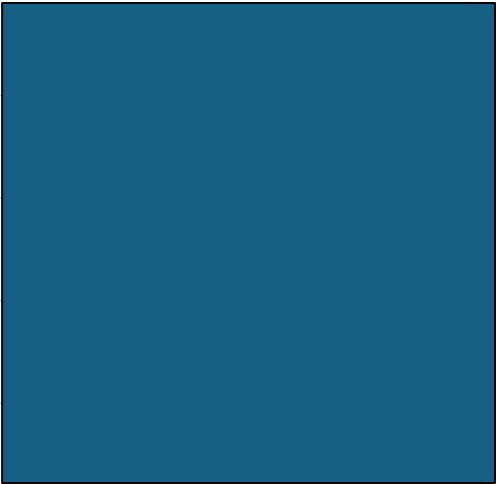




New Posts Indicator



Journal

New Posts Indicator



Student		Student Status
		No Entries made
		No Entries made
		2 Entries
		No Entries made
		2 Entries

Setup Email Notifications

Options for when emails are sent
Once per day or Immediately






What events trigger an email



Profile

Notification Settings



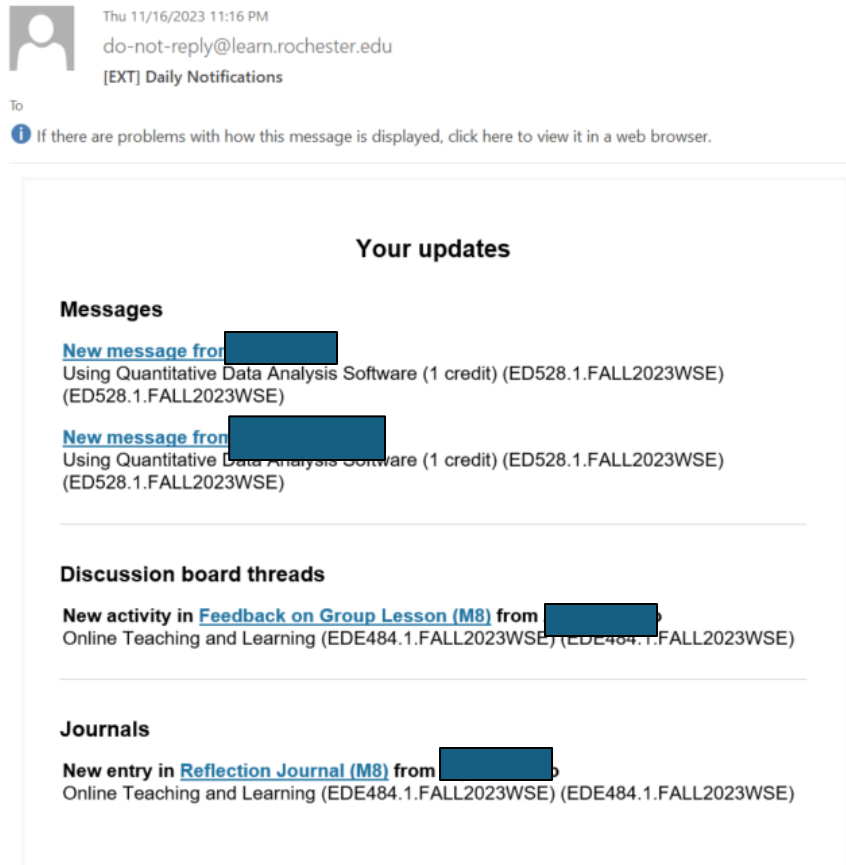
Email Notifications

☐ Email me right away
☒ Email me once a day

Notify me by email about these activities

- ☒ New gradable items
- ☒ New grades and feedback
- ☒ New discussion messages
- ☒ New content added
- ☒ New and upcoming due dates
- ☒ Past due items
- ☒ New courses available

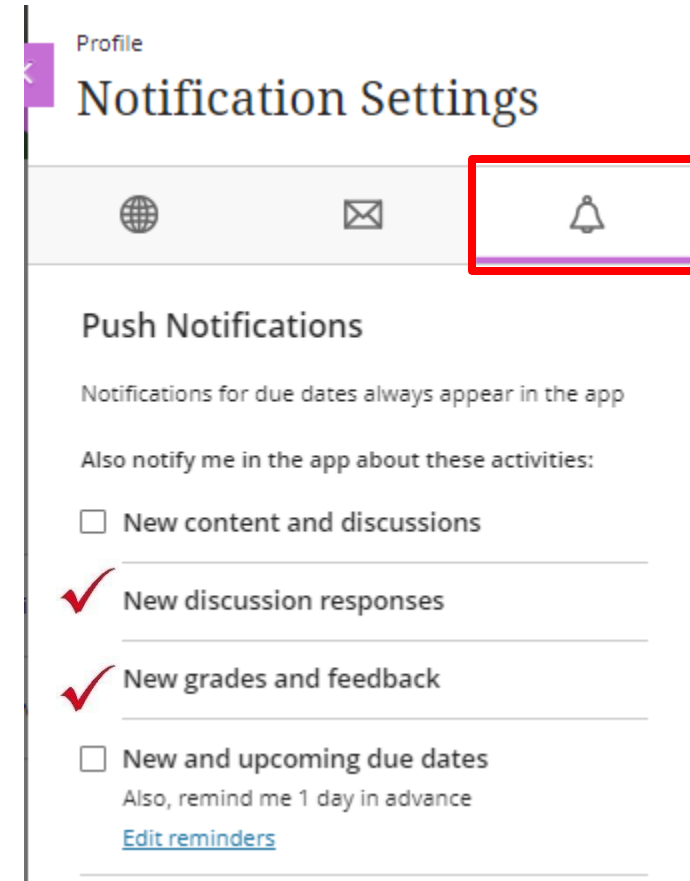
Daily Notifications by Email



Setup Push Notifications

Tip

Turn on Push Notifications

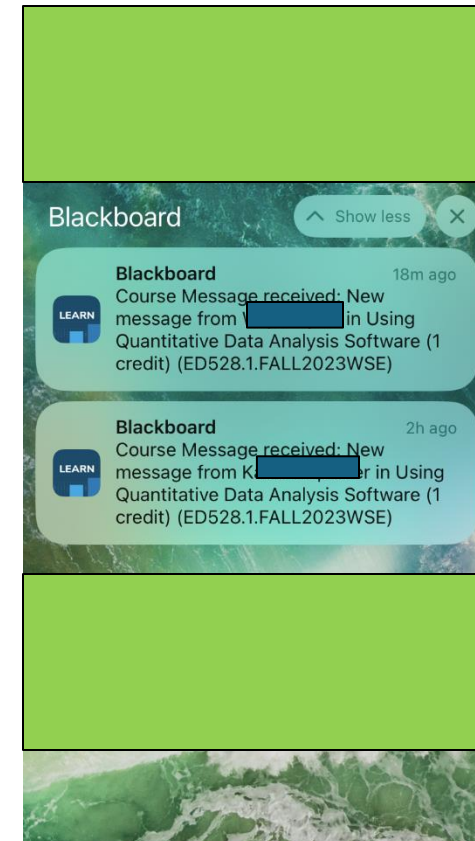


Mobile App Notifications

Tip

Log in to the Mobile App

You will continue to get notifications even after the app logs you out.





Last Chance or Bonus Items

Make Sure this is Visible to Students!

Course Content



Important - Read This! About Blackboard Ultra

Visible to students ▼



This is a series of Help web pages and videos for students about how to use Ultra!



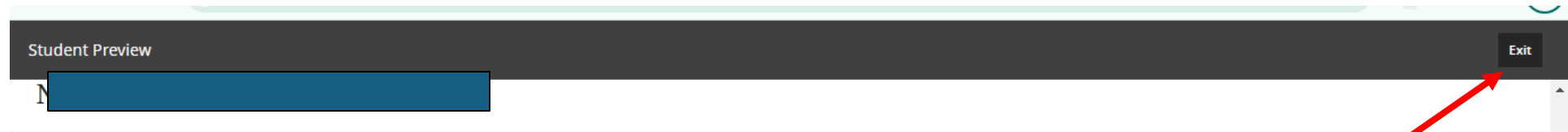
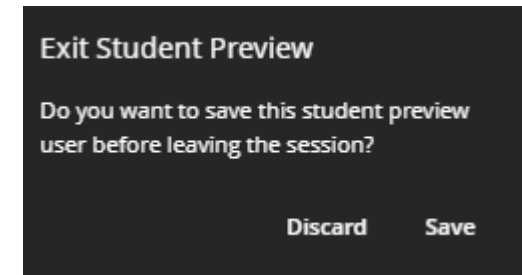
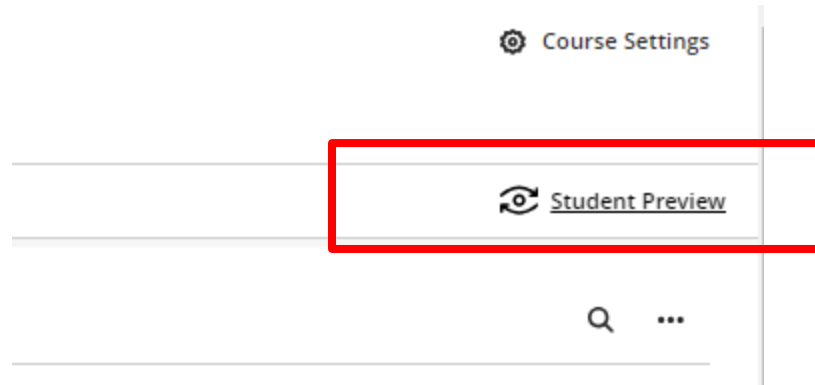
Library Resources

Hidden from students ▼

Library Resources associated with this course.

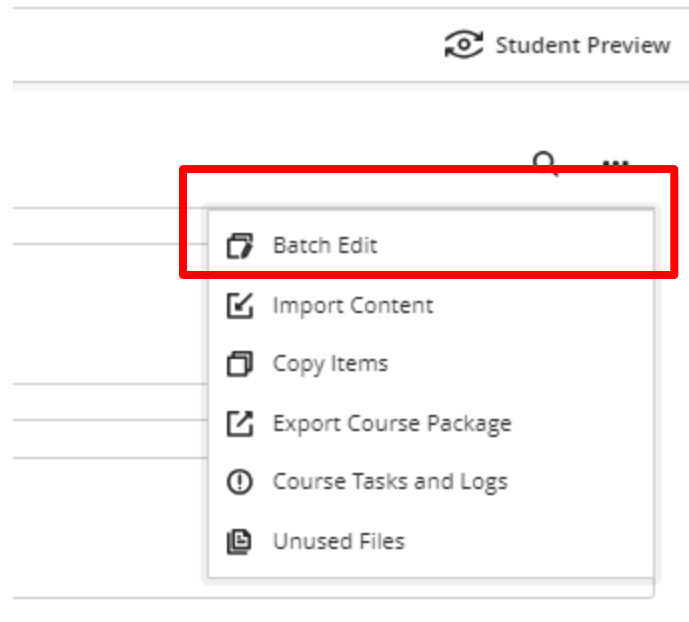
This is a link to resources curated by the Library!

Student Preview


















Batch Edit

This is a great tool for changing visibility of multiple items at once.





Select Items to Edit


Batch Edit


<input checked="" type="checkbox"/> Item ▾	Visibility ▾	Show On ▾	Due Date ▾	Hide After ▾	
<input checked="" type="checkbox"/>  New Panopto		--	Not Available	--	 ▾
<input checked="" type="checkbox"/>  Add Panopto LTI		--	Not Available	--	 ▾
<input checked="" type="checkbox"/>  Content		--	Not Available	--	 ▾
<input checked="" type="checkbox"/>  Panopto Links		--	Not Available	--	 ▾
<input checked="" type="checkbox"/>  Panopto Video Fold...		--	Not Available	--	

In a large course, you may have to select in batches rather than all!

 14 items selected
(including any folder or learning module contents)

 Edit dates

 Edit visibility

 Delete items



Edit Dates or Visibility

Edit Dates

Edit Type

Change dates based on course start ▲

Change dates by number of days

Change dates based on course start

Change to specific date and/or time

Current start date required

New start date

6/21/24

Cancel

Edit Dates

Edit Visibility Setting

Choose whether to show or hide the selected items for students. All existing availability settings will be overwritten.

☒ Hidden from students

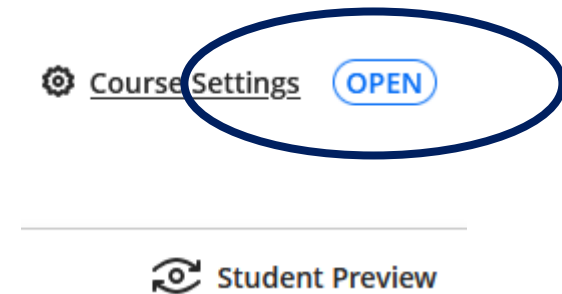
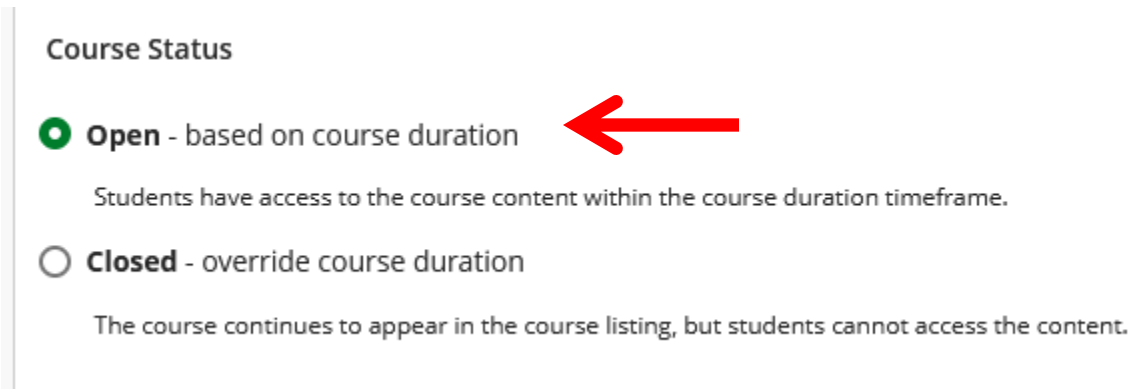
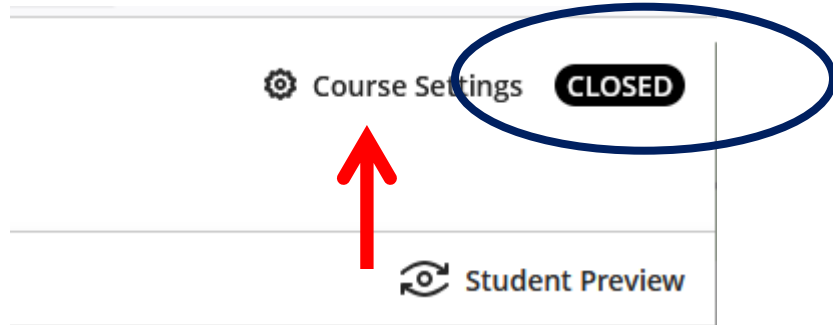
☐ Visible to students

Cancel

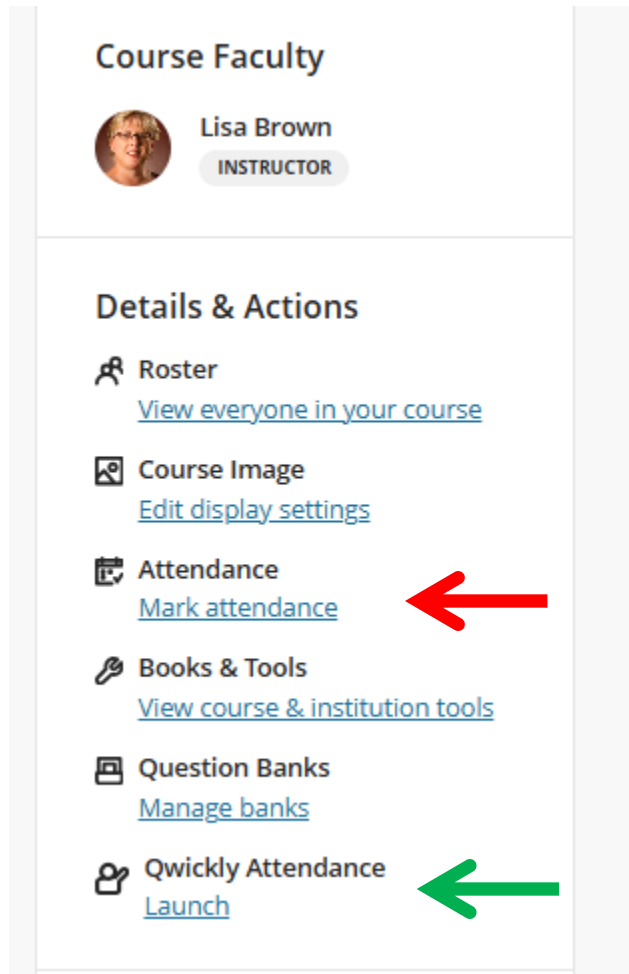
Save Visibility

Recommend Quickly Course Tools for Due Dates!

Make course OPEN



Attendance options

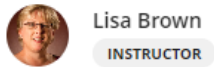


This is NOT QWICKLY

Note that student using the Mobile app will not see this option. It is also not visible if students have pop-up blockers or are using a private browser window. Have an alternate entry point!

User List in Course

Course Faculty



Lisa Brown

INSTRUCTOR

Details & Actions



Roster

[View everyone in your course](#)



Progress Tracking ⓘ

[Turn off](#)



Course Image

[Edit display settings](#)



Course is private

[Students can't access this course](#)



Attendance

[Mark attendance](#)



Books & Tools

[View course & institution tools](#)



Question Banks


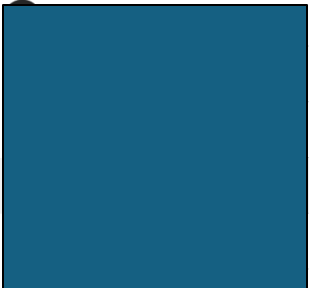
[Manage banks](#)

EDE484.1.SPRING2024WSE • Online Teaching and Learning (EDE484.1.SPRING2024WSE)

Roster

Visible to students + 🔍

All course members (6) ▼

Last Name ↕	Role	Accommodations
 Lisa Brown	INSTRUCTOR	...
	TEACHING ASSISTANT	...
	Student	...
	Student	...
	Student	...
	Student	...

Add Users

Online Teaching and Learning (EDE484.1.SPRING2024...)

Enroll People

Add students, assistants, and other people to your course.

🔍 Type a name to find and enroll

🔍 eric

👤 [Redacted] +

👤 [Redacted] ✓

👤 [Redacted] Student

👤 [Redacted] +

👤 [Redacted] +

Cancel Save

Accommodations



Select accommodations for this student. When you create graded items, students with accommodations appear in the settings.



☒ Time limit accommodation

Students with a time limit accommodation have more time to finish their work during timed assessments.

☒ Custom percentage

Set the extra time percentage

☐ Unlimited time

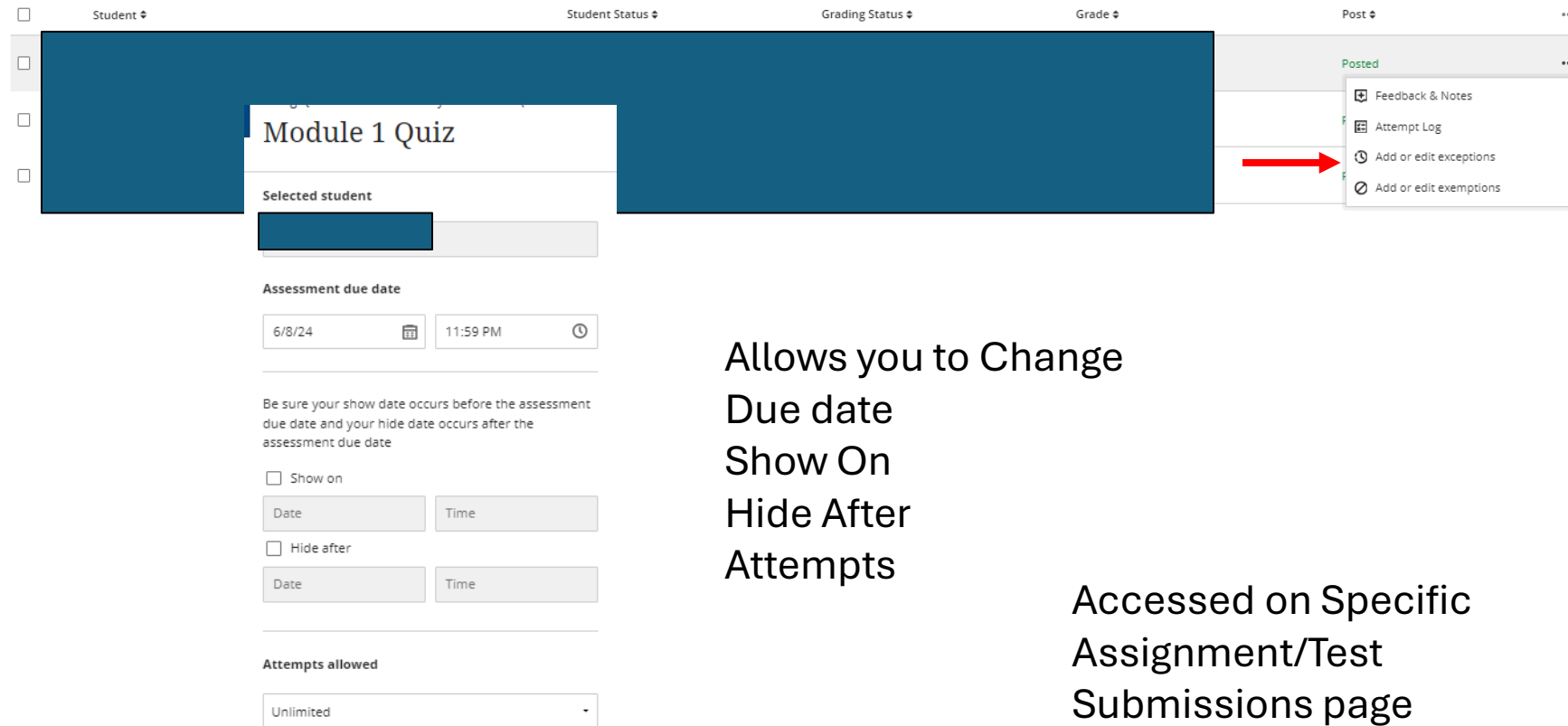
For Timed
Assignments/Tests

Set additional or
unlimited time

Accessed from Roster

If your test or assignment is set to 60 minutes, setting a 50% extra time percentage would allow the student 90 minutes or 1.5 time!

Exceptions/Exemptions



The screenshot displays the Canvas LMS interface for editing a quiz. The top navigation bar includes 'Student', 'Student Status', 'Grading Status', 'Grade', and 'Post'. The 'Post' menu is open, showing options: 'Feedback & Notes', 'Attempt Log', 'Add or edit exceptions', and 'Add or edit exemptions'. A red arrow points to the 'Add or edit exceptions' option. The main content area shows the 'Module 1 Quiz' settings. The 'Selected student' field is empty. The 'Assessment due date' is set to 6/8/24 at 11:59 PM. Below this, there are checkboxes for 'Show on' and 'Hide after', each with 'Date' and 'Time' input fields. The 'Attempts allowed' dropdown is set to 'Unlimited'.

Module 1 Quiz

Selected student

Assessment due date

6/8/24 11:59 PM

Be sure your show date occurs before the assessment due date and your hide date occurs after the assessment due date

☐ Show on

Date Time

☐ Hide after

Date Time

Attempts allowed

Unlimited

Allows you to Change
Due date
Show On
Hide After
Attempts

Accessed on Specific
Assignment/Test
Submissions page

Questions?