



University
of Rochester

Ultra Courses Teaching in Ultra

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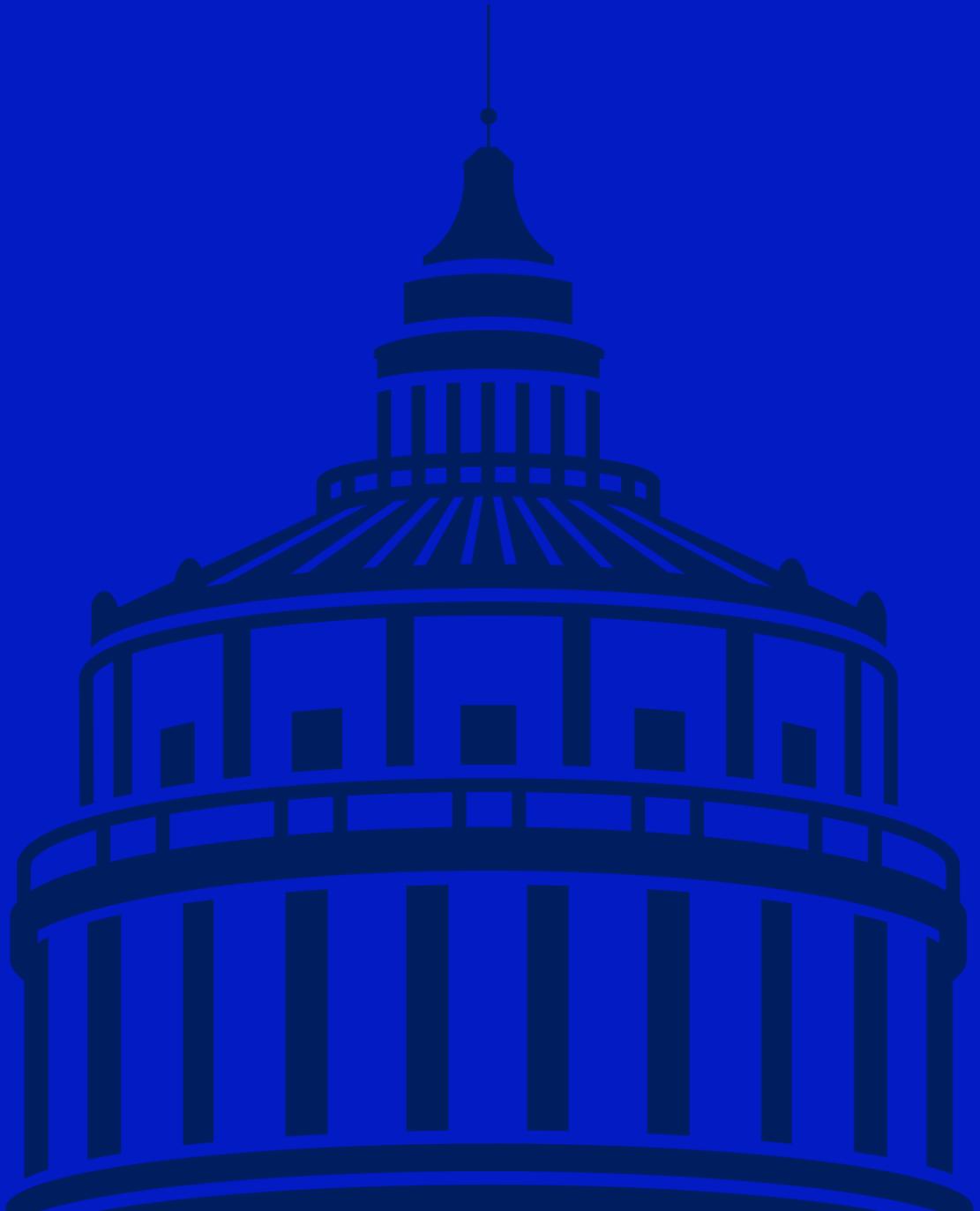
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Workshop Learning Objectives

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...

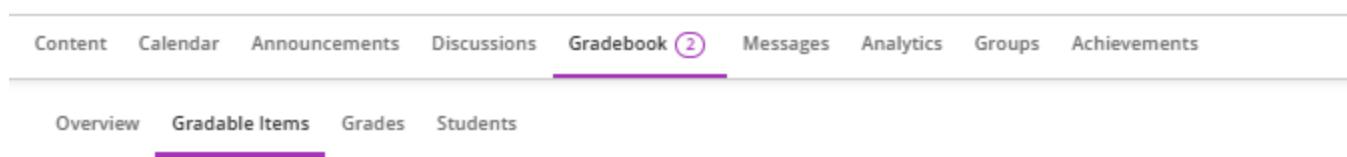


About the Gradebook



Four Views

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



Gradebook Settings

Grade Schemas / Student Performance

See and Edit Grading
Schemas



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

5

When a student's overall grade percentage is below

Enter a grade percentage

[View Course Activity](#)

Send activity stream alerts to students based on these settings

Set Performance
Criteria for
Notifications



Example Grade Schema

Grade Schemas	 Add
Pass-Redo	
Letter	

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

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.

Search item 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 checked="" 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"/> PeerReview	No Category	11/22/24 1:00 PM	Visible	<input checked="" type="checkbox"/>

Visible to Students

Visible to Instructor

Gradebook Settings

Categories

Categories are useful for setting the Overall Grade

Create Your Own Categories

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

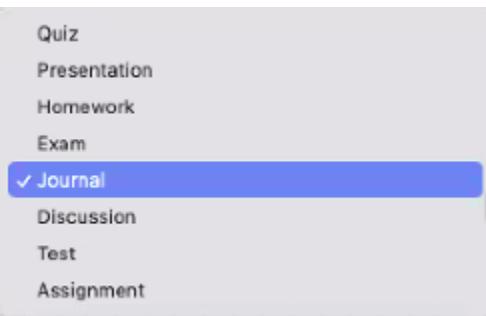
Grade category: **Journal** (highlighted with a red arrow)

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

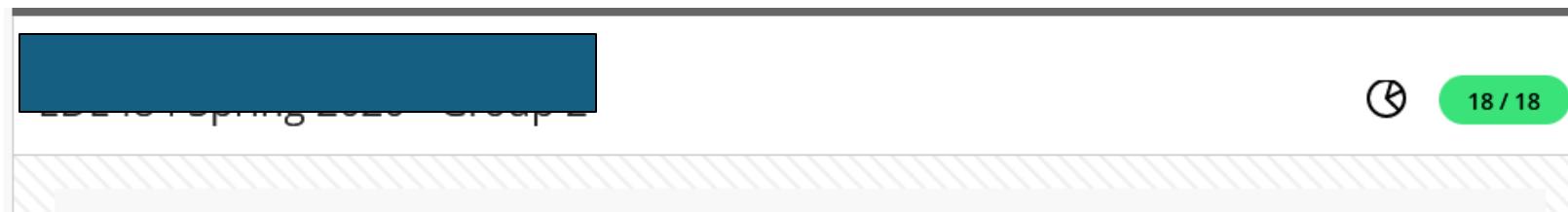


Setting Overall Grade



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



Settings

Setup Overall Grade Column

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

Calculation Details

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 <input type="radio"/>  <input type="radio"/>
 Journal 9 items  Edit calculation rules	9 <input type="radio"/>  <input type="radio"/>
 Extra or Bonus 6 items  Edit calculation rules	0 <input type="radio"/>  <input type="radio"/>
 Group Project 4 items  Edit calculation rules	10 <input type="radio"/>  <input type="radio"/>

Uncheck for Total points
Check for Running Total

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



<input type="checkbox"/>	Individual Project	23	Ø	
	4 items  Edit calculation rules			
	Individual Lesson - Part 1 (M5)	2	Ø	
	Individual Project			
	Individual Project Part 2 (M6)	2	Ø	
	Individual Project			
	Lesson Plan Sharing (M10)	5	Ø	
	Individual Project			
	Individual Lesson - Final (M10)	14	Ø	
	Individual Project			

Groups Gradable Items

Click to Exclude from points collection
(will turn purple)

<input type="checkbox"/> 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

<input type="checkbox"/> Individual Project 4 items Edit calculation rules	23	<input type="checkbox"/> 
Individual Lesson - Part 1 (M5) Individual Project	2	<input type="checkbox"/> 
Individual Project Part 2 (M6) Individual Project	2	<input type="checkbox"/> 
Lesson Plan Sharing (M10) Individual Project	5	<input type="checkbox"/> 
Individual Lesson - Final (M10) Individual Project	14	<input type="checkbox"/> 



Move items into the Category

The image shows a course management system interface with two main sections: a left sidebar and a right main area.

Left Sidebar (Categories):

- Discussion (7 items)
- Journal (7 items)
- Discussion - LOT Assignment Submission & Peer Review (Assignment)
- Assignment (3 items)
- Demonstration of Teaching Assignment- Submission and discussion (Assignment)
- Observation of Clinical / Large Group Teaching (Assignment)
- Clinical Teaching Methods Paper (Assignment)
- Test (1 item)
- Exam (0 items)
- Homework (0 items)

Right Main Area (Categories):

- Assignment (4 items)
- Discussion - LOT Assignment Submission & Peer Review (Assignment)
- Demonstration of Teaching Assignment- Submission and discussion (Assignment)
- Observation of Clinical / Large Group Teaching (Assignment)
- Clinical Teaching Methods Paper (Assignment)

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. ①

Proportionally Equally

Category	Item Count	Weight (%)	Actions
Assignment	13 items	9.1 %	[]
Test	11 items	9.09 %	[]
Journal	4 items	9.09 %	[]
Attendance	1 item	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	<input type="text" value="35"/> %   
 Journal 6 items  Edit calculation rules	<input type="text" value="10"/> %   
 Test 6 items  Edit calculation rules	<input type="text" value="20"/> %   
 Assignment 1 item  Edit calculation rules	<input type="text" value="35"/> %   
 Attendance 0 items  Edit calculation rules	<input type="text" value="0"/> %   
 Exam 0 items  Edit calculation rules	<input type="text" value="0"/> %   
 Homework 0 items  Edit calculation rules	<input type="text" value="0"/> %   
 Presentation 0 items  Edit calculation rules	<input type="text" value="0"/> %   
 Quiz 0 items  Edit calculation rules	<input type="text" value="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

Drop Scores
Choose to drop scores from the total calculation

Drop lowest scores

Drop highest scores

Use Only
Choose to use only specific scores in the total calculation

Lowest score

Highest score

[Cancel](#) [Continue](#)

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.

Grade Categories		
<input type="checkbox"/>	Group Project	...
<input type="checkbox"/>	Final Reflection	...
<input type="checkbox"/>	Individual Project	...
<input type="checkbox"/>	Participation or Community	...
<input type="checkbox"/>	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

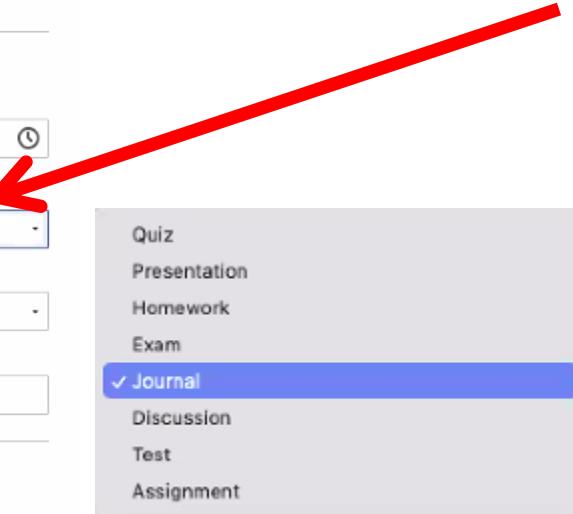
Grade category: journal

Grade using: Points

Maximum points: 5

Additional Tools

Use grading rubric [Add grading rubric](#)



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

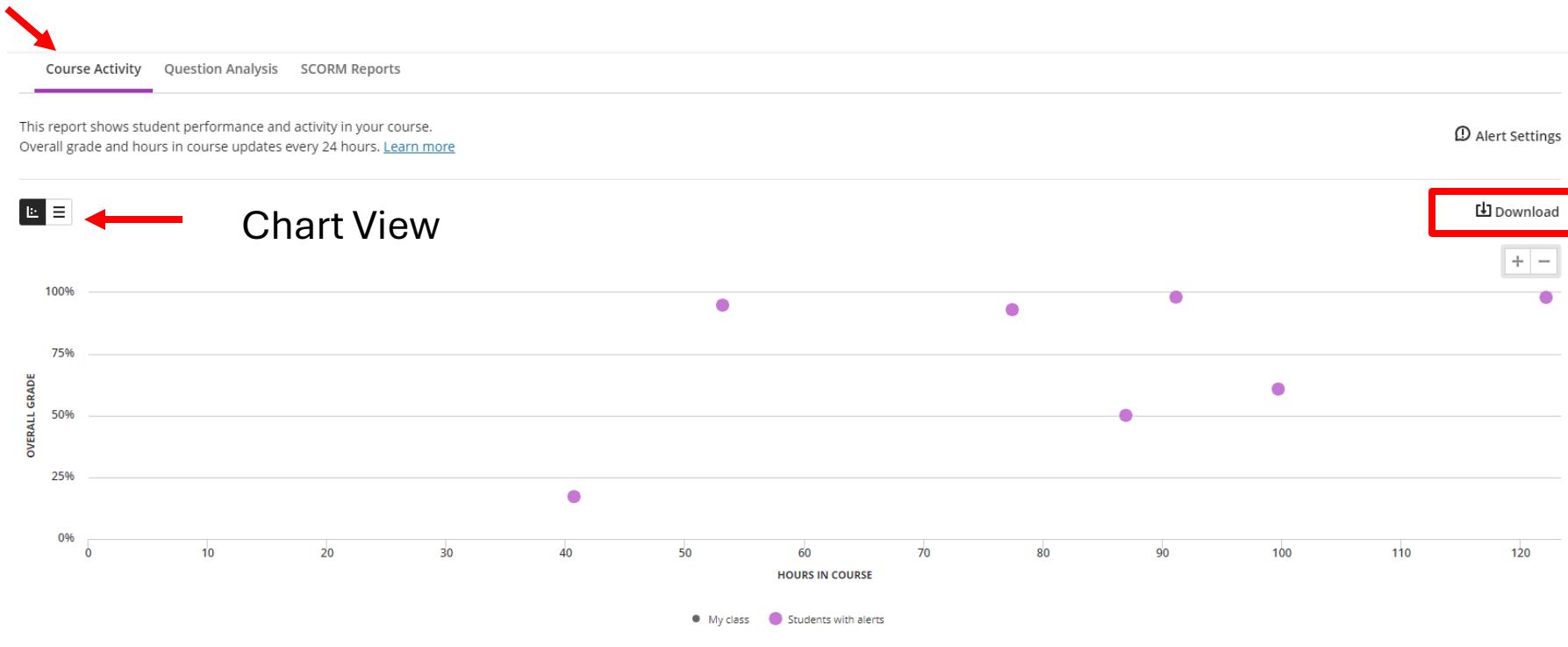
[View Course Activity](#)

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



Analytics

Course Activity



Analytics

 **List View** 

Student  Overall Grade  Hours in Course  Days Since Last Access 

<input type="checkbox"/>	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 

 [Send message](#)  [Download](#)

Question Analysis



Course Activity **Question Analysis** SCORM Reports

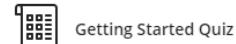
Question Analysis

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



[Quiz - Course Expectations \(M1\)](#)

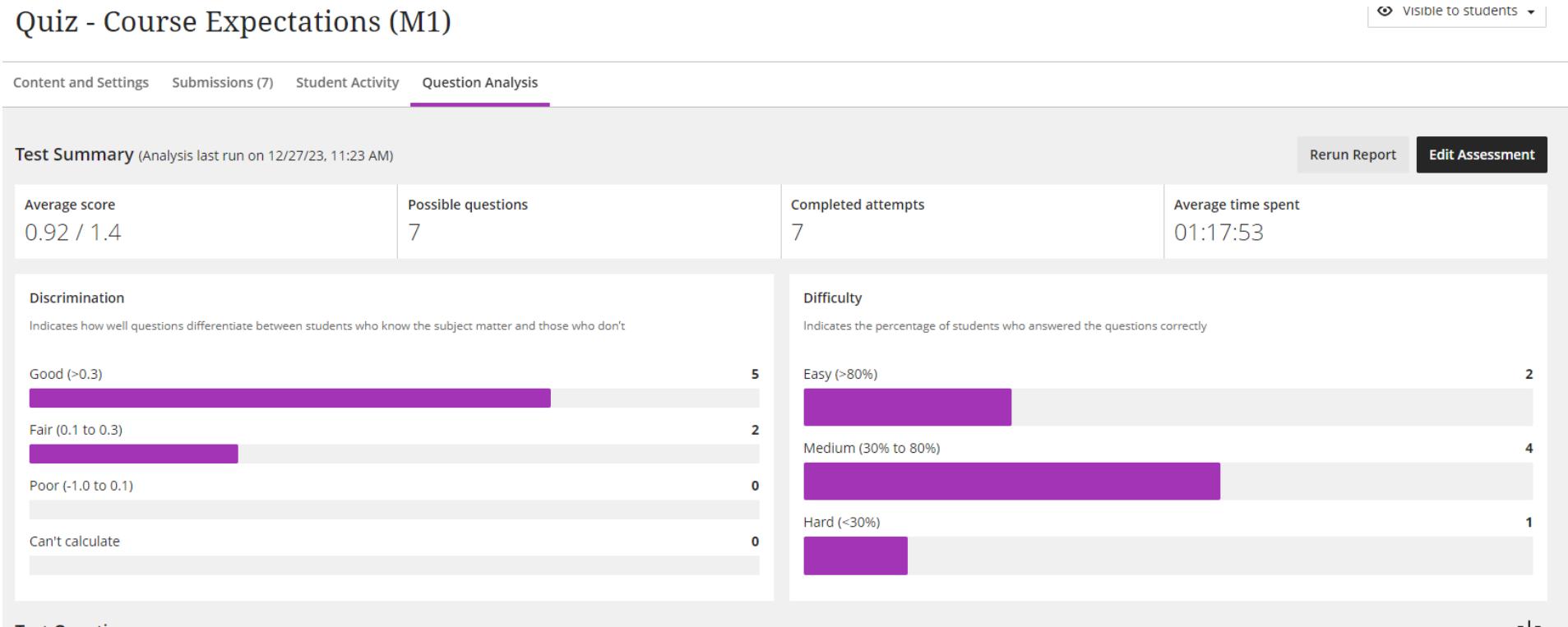
9/6/23, 11:59 PM

Completed on 12/27/23, 11:23 AM



Question Analysis

Overall

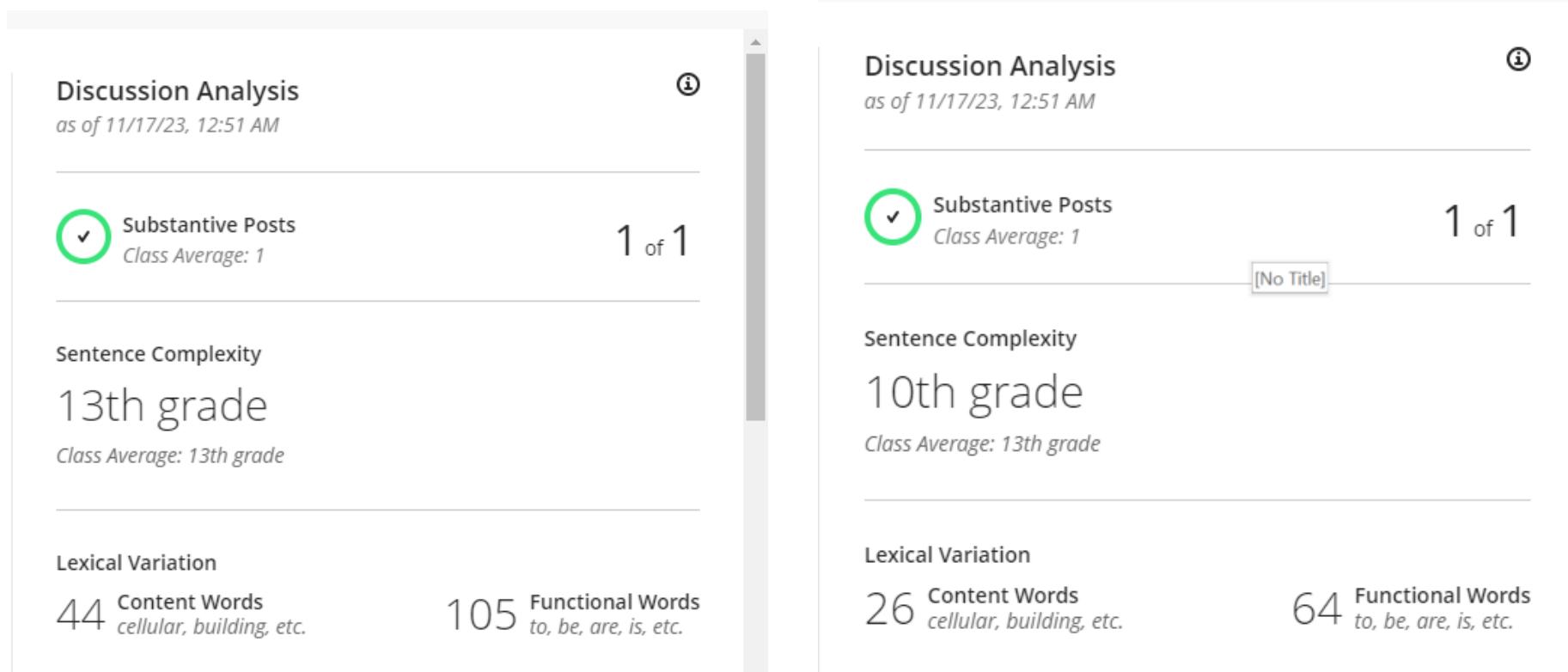


Question Analysis

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

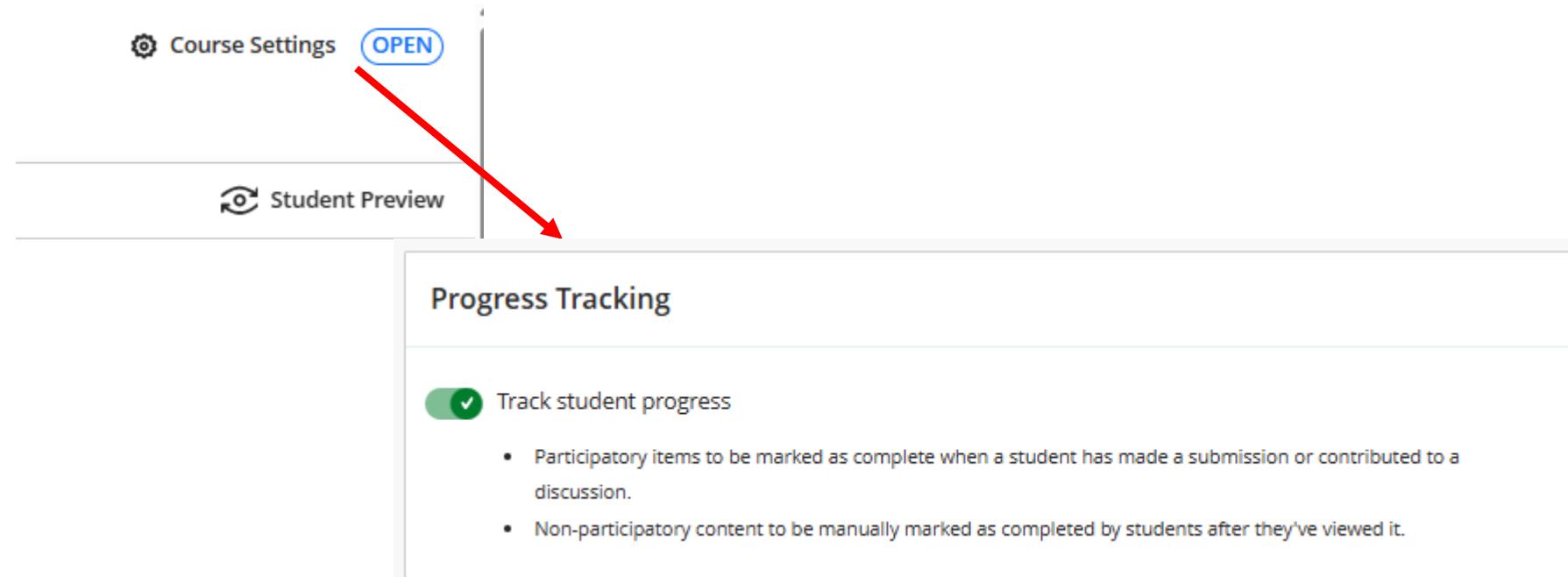
122.4





Progress Tracking and Student Activity

Progress Tracking



The image shows a user interface for course settings. At the top, there are two options: "Course Settings" with an "OPEN" button and "Student Preview". A red arrow points from the "Course Settings" area down to the "Progress Tracking" section. The "Progress Tracking" section is titled "Progress Tracking" and contains a toggle switch that is turned on (green with a checkmark). Below the switch, there is a list of two items:

- Participatory items to be marked as complete when a student has made a submission or contributed to a discussion.
- Non-participatory content to be manually marked as completed by students after they've viewed it.

Highly Recommended to Leave ON

Student View

Marked as Complete

Course Content

-  Example Document

Started

-  Folder of Perusall assignments
-  **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 
Module Overview	Marked complete 10/14/23, 8:03 PM
Module 7 Content	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 
Conversations about Online Learning - Yellowdig	Student clicked this 
Mid-Course Survey	Unopened
Reflection - The puzzle of motivation Dan Pink (M7)	Unopened

Progress Tracking

View by Content Item



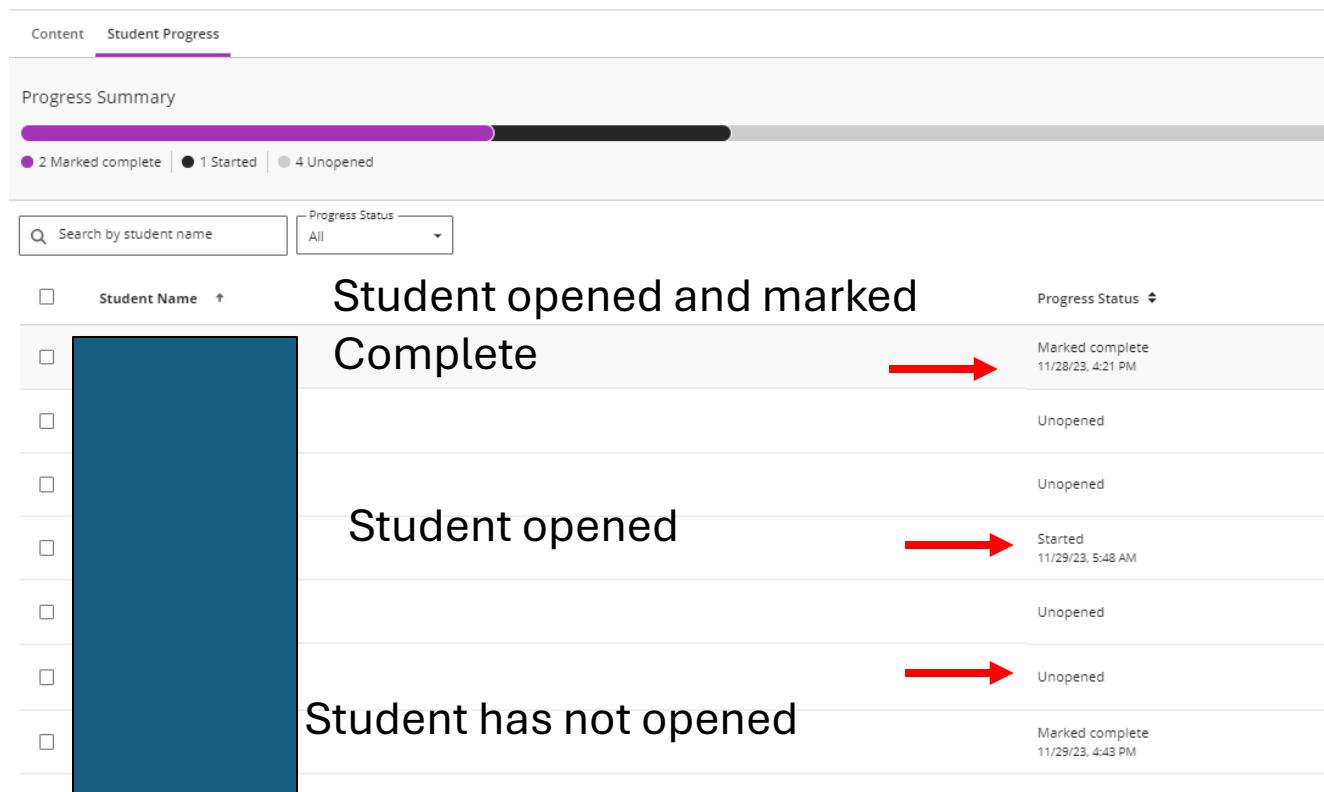
The image shows a list of content items in a digital platform. At the top is a folder icon labeled "Module 10 Content" with a "Visible to students" dropdown. Below it are three document icons with the following labels and dropdowns:

- Review for Synchronous Session
- Review for In-person Session
- Review Content

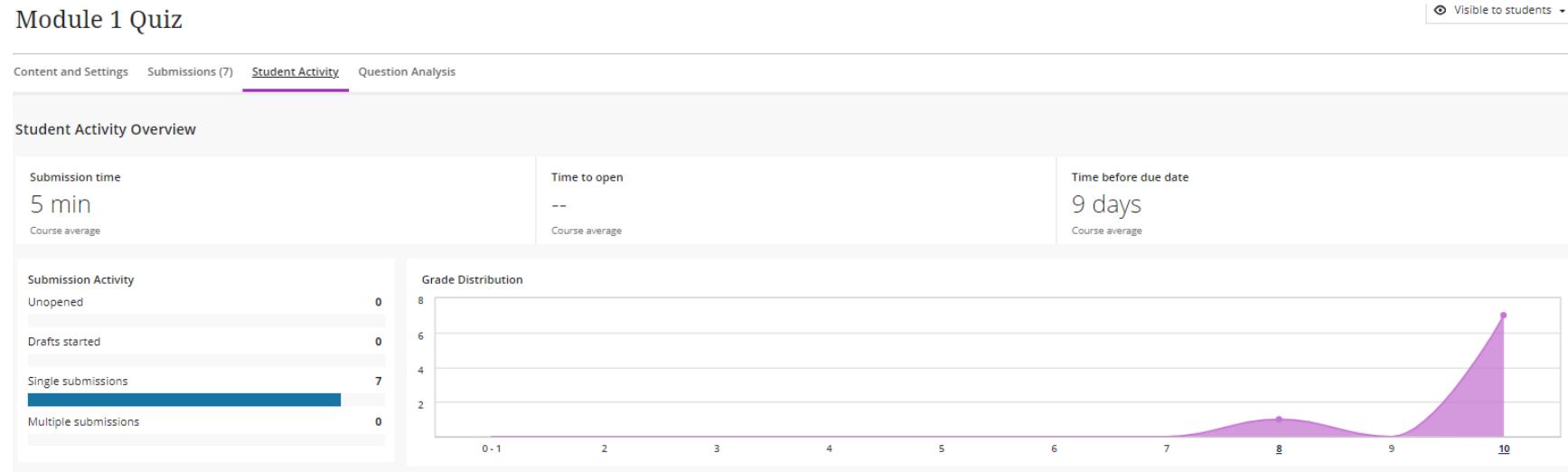
For the "Review Content" item, a context menu is open, indicated by a red arrow pointing to the "Student Progress" option. The menu also includes "Edit" and "Delete" options. A red box highlights the "Student Progress" button in the menu.

Student Specific Progress For Item

Review for In-person Session



Overall Test Activity



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 

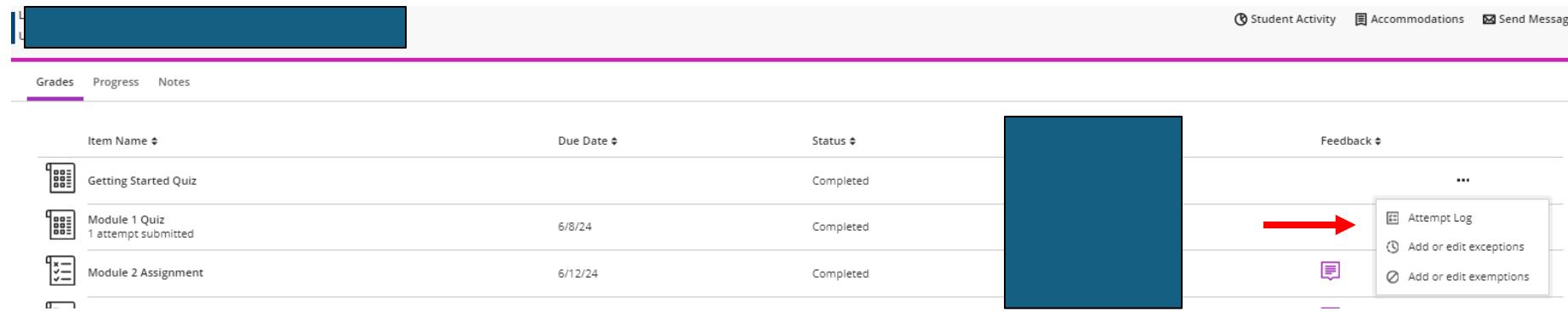
Posted

- Feedback & Notes
- Attempt Log
- Add or edit exceptions
- Add or edit exemptions

Accessed from Submissions page for the Test



Attempt Logs



Item Name	Due Date	Status	Feedback
Getting Started Quiz		Completed	
Module 1 Quiz 1 attempt submitted	6/8/24	Completed	
Module 2 Assignment	6/12/24	Completed	

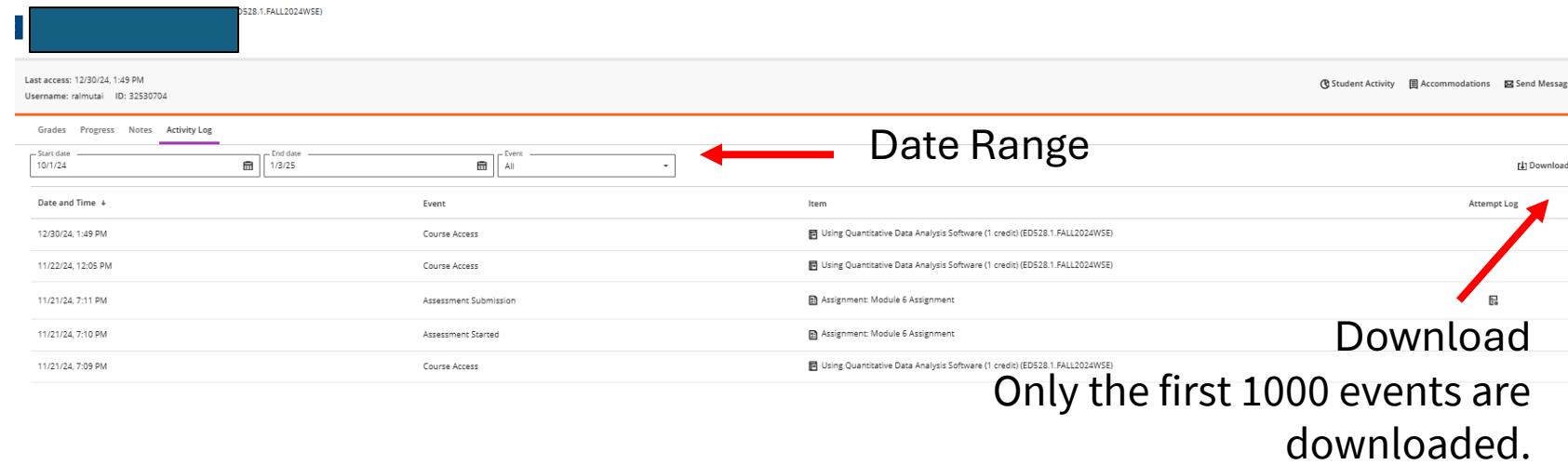
Accessed from Student Specific page in Gradebook

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 a student activity log interface. At the top, there is a header with the course code 'ED528.1.FALL2024WSE', the last access date '12/30/24, 1:49 PM', and the username 'raimutai' with ID '32530704'. Below the header, there are tabs for 'Grades', 'Progress', 'Notes', and 'Activity Log', with 'Activity Log' being the active tab. A red arrow points to the 'Date Range' filter, which includes 'Start date' (10/1/24) and 'End date' (1/3/25), and an 'Events' dropdown set to 'All'. To the right of the log table, there is a 'Download' button with a red arrow pointing to it. The log table has columns for 'Date and Time', 'Event', 'Item', and 'Attempt Log'. The data in the table is as follows:

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)	

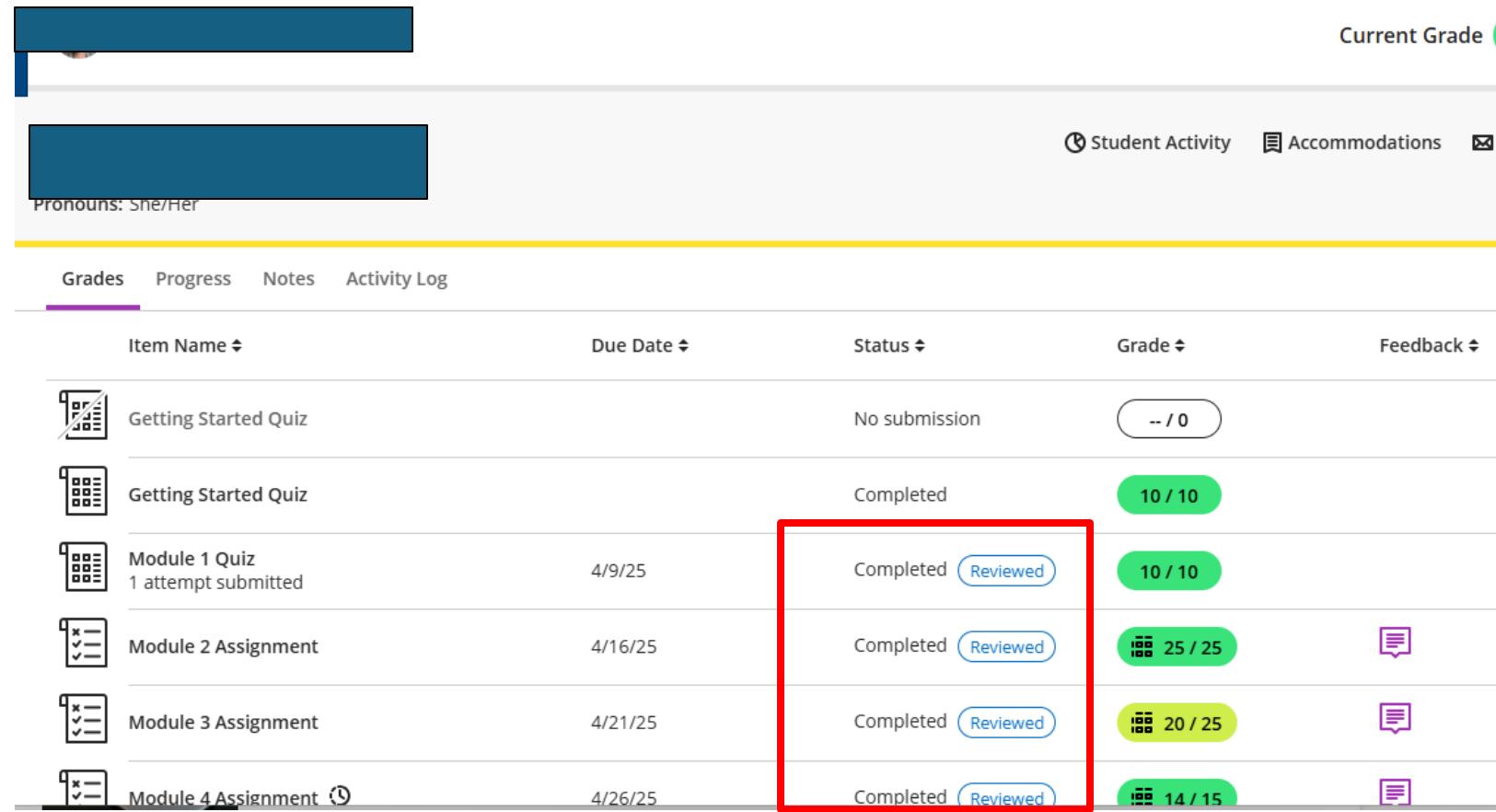
Date Range

Download

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



The screenshot shows a digital gradebook interface with the following details:

Current Grade: [Redacted]

Pronouns: She/Her

Navigation: Grades (highlighted), Progress, Notes, Activity Log

Table Headers: Item Name, Due Date, Status, Grade, Feedback

Table Data:

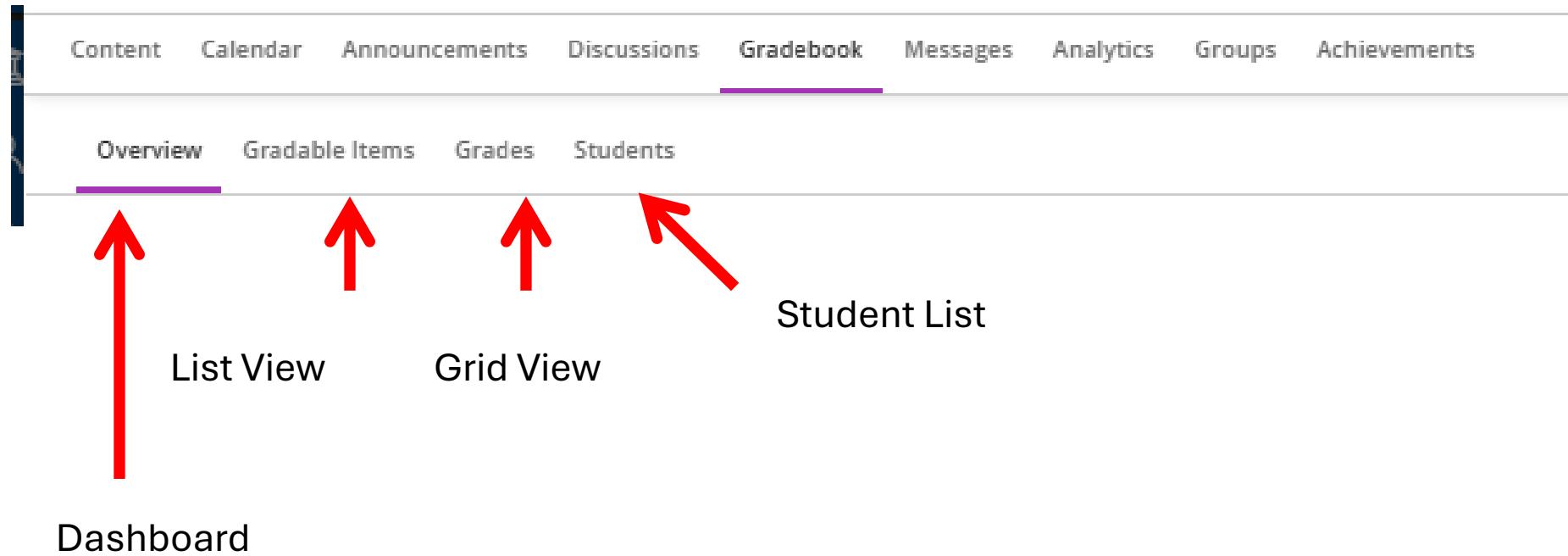
Item Name	Due Date	Status	Grade	Feedback
Getting Started Quiz		No submission	-- / 0	
Getting Started Quiz		Completed	10 / 10	
Module 1 Quiz 1 attempt submitted	4/9/25	Completed	10 / 10	
Module 2 Assignment	4/16/25	Completed	25 / 25	ⓘ
Module 3 Assignment	4/21/25	Completed	20 / 25	ⓘ
Module 4 Assignment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

A red box highlights the "Completed" and "Reviewed" status for the Module 2 Assignment, indicating that feedback has been reviewed for this assignment.



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	Assignment 3
5 Students	100 points Complete	100 points 1 Graded 1 Posted	100 points 0 Graded 0 Posted
  0 Automatic zero			
  0 Automatic zero			
  80 Posted		<i>New Submission</i>	
  75 Posted		<i>New Submission</i>	

-- / 100

- View
- Post
- Add or edit exceptions
- Add or edit exemptions

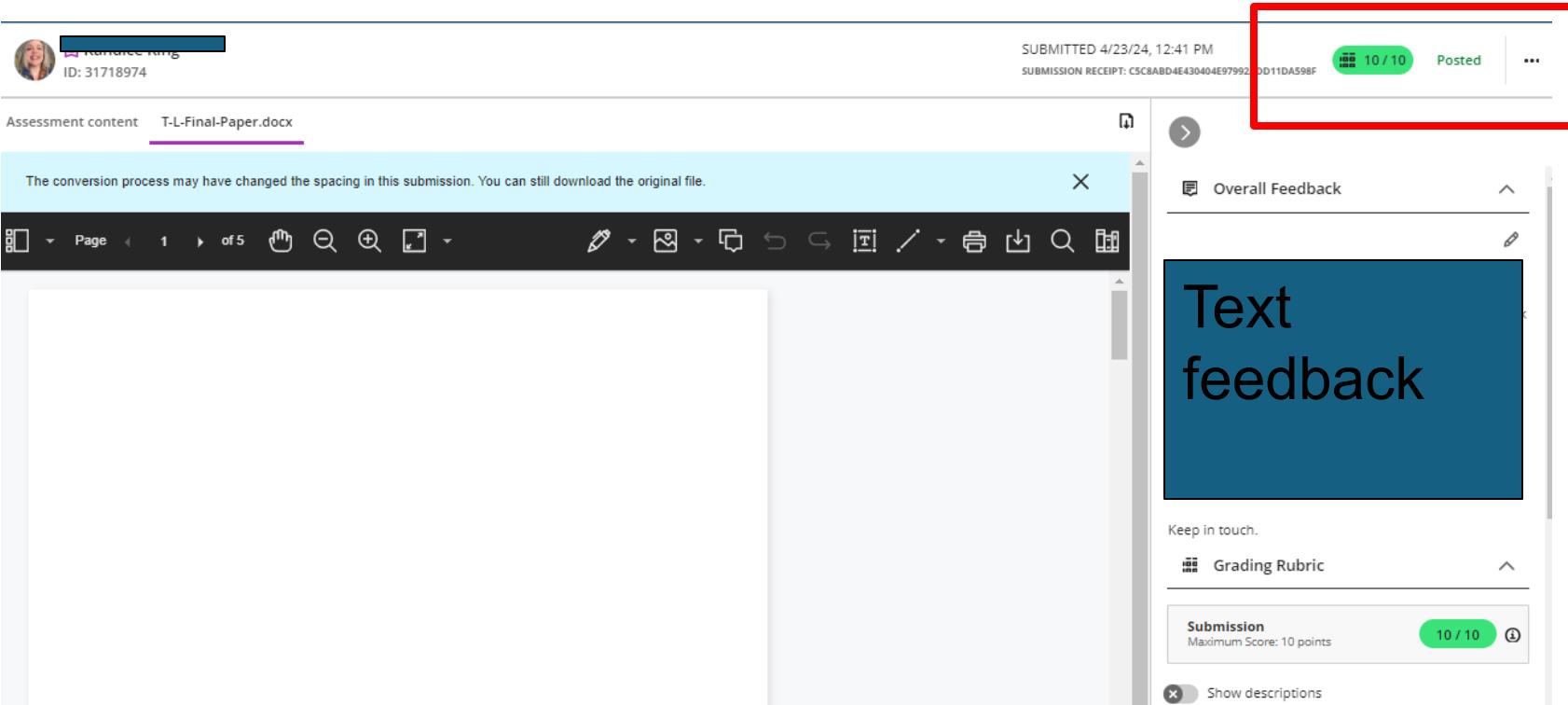


Non-Blackboard Tools

- 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



A screenshot of a digital gradebook interface. At the top, a student profile is shown: Kandise King, ID: 31718974. To the right, the submission details are listed: SUBMITTED 4/23/24, 12:41 PM, SUBMISSION RECEIPT: C5C8ABD4E430404E97992DD11DA598F, and a score of 10 / 10 with the status 'Posted'. A red box highlights this score area. Below the header, the assessment content is listed as T-L-Final-Paper.docx. A note states: 'The conversion process may have changed the spacing in this submission. You can still download the original file.' The main content area shows a large blue box with the text 'Text feedback'. At the bottom, there are sections for 'Keep in touch.', 'Grading Rubric', and a 'Submission' box showing a maximum score of 10 points and a score of 10 / 10. A 'Show descriptions' button is also present.

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.](#)

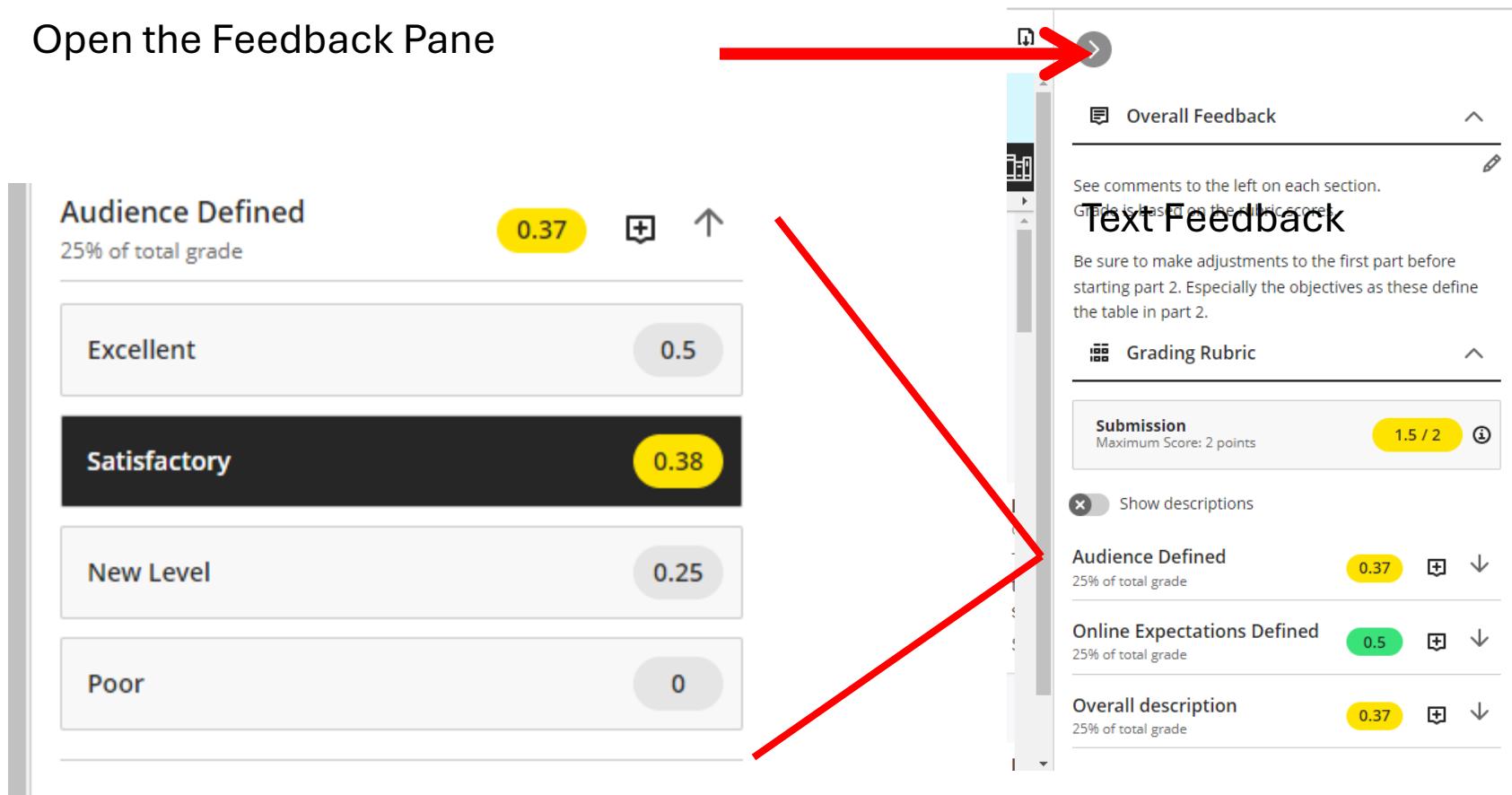
Show descriptions

Able to use previously created dataset - + ↑

1 possible points (6.67%)

Rubric Scores and Feedback

Open the Feedback Pane



A red arrow points from the text "Open the Feedback Pane" to the "Overall Feedback" section in the right-hand feedback pane.

Audience Defined
25% of total grade

Score	Level	Score
0.37	Excellent	0.5
0.38	Satisfactory	
0.25	New Level	
0	Poor	

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

Online Expectations Defined
25% of total grade

Overall description
25% of total grade

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 

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

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

Reminder - Automatic Posting

Access from Gear
Settings on
Assignment or Test



Automatic 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

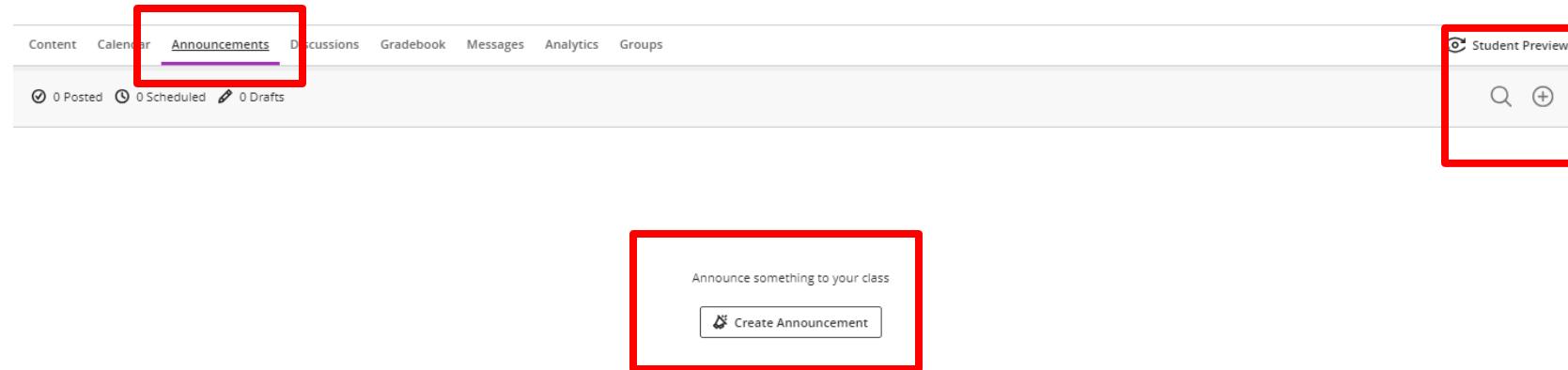
Students 	Overall Grade 	Getting Started ... 	Module 1 Quiz 	Module 2 Assign... 	Module 3 Assign... 	Module 4 Assign... 	Module 5 Assign... 	Module 6 Assign... 
	130 points	10 points	10 points	25 points	25 points	15 points	25 points	30 points
13 Students	6 items	 Complete	 Complete	 Complete	 Complete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



Post or Send Announcements



Add an Announcement



The screenshot shows a navigation bar with the following items: Content, Calendar, Announcements, Discussions, Gradebook, Messages, Analytics, and Groups. Below the navigation bar, there are three status indicators: 0 Posted, 0 Scheduled, and 0 Drafts. To the right, there is a 'Student Preview' section with a search icon and a plus sign. The main content area is titled 'Announce something to your class' and features a 'Create Announcement' button with a pencil icon. The 'Announcements' tab and the 'Create Announcement' button are both highlighted with red boxes.

Create the Announcement

* Title

* Recipients

* Message

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.

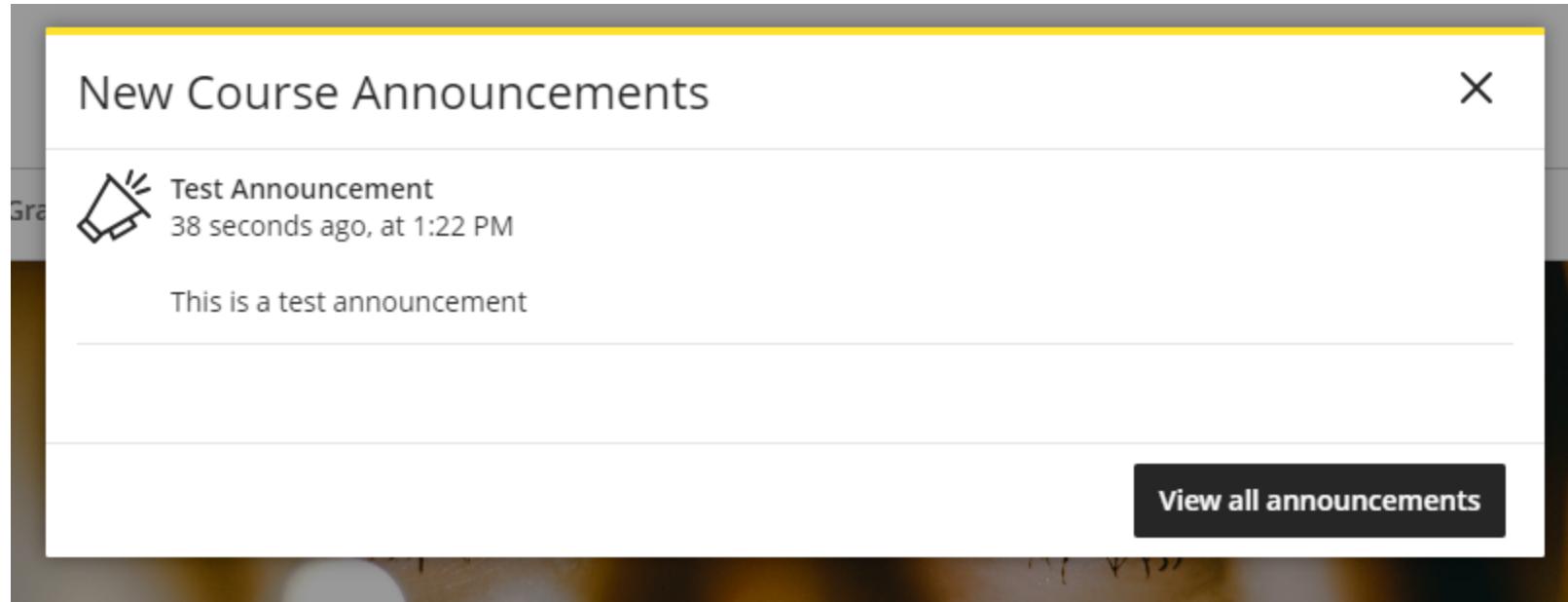
Schedule announcement
You can't select a display date in the future if you send an email copy

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



Content Calendar Announcements Discussions Gradebook **Messages** Analytics Groups

New Message



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



Choose Recipients

Recipients

Type name or choose from list

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

Individual Message from Student List

Gradable Items Students

Search ⓘ

1-13 of 13 25 items per page Page 1 of 1 < >

Full Name	Student ID	Username	Last Access	Overall Grade
[REDACTED]			12/22/23, 3:27 PM	117 / 130
			11/17/23, 11:39 AM	122 / 130

...
Accommodations
Message student

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	...
Module 2 Assignment	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 Viljar Bjarni

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...



For You and Viljar Bjarni

11/20/23, 10:43 AM



Yes. I got it. Graded it this morning!



For You and Viljar Bjarni

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...



For You and Viljar Bjarni

11/16/23, 8:17 PM



Thank you. I appreciate the follow-up.



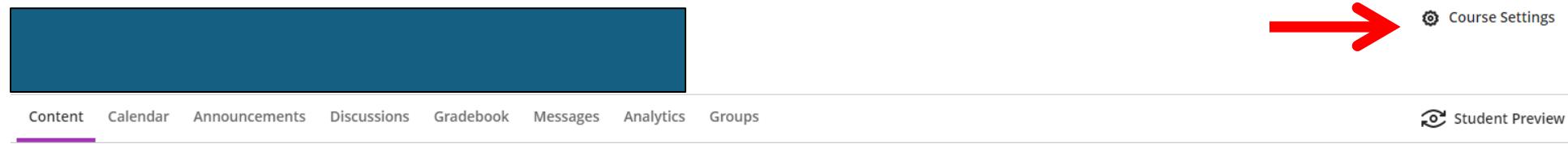
For You and Viljar Bjarni

11/14/23, 11:30 AM



Thank you Lisa. I understand. The final module is not up yet.

Change Message Settings



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.

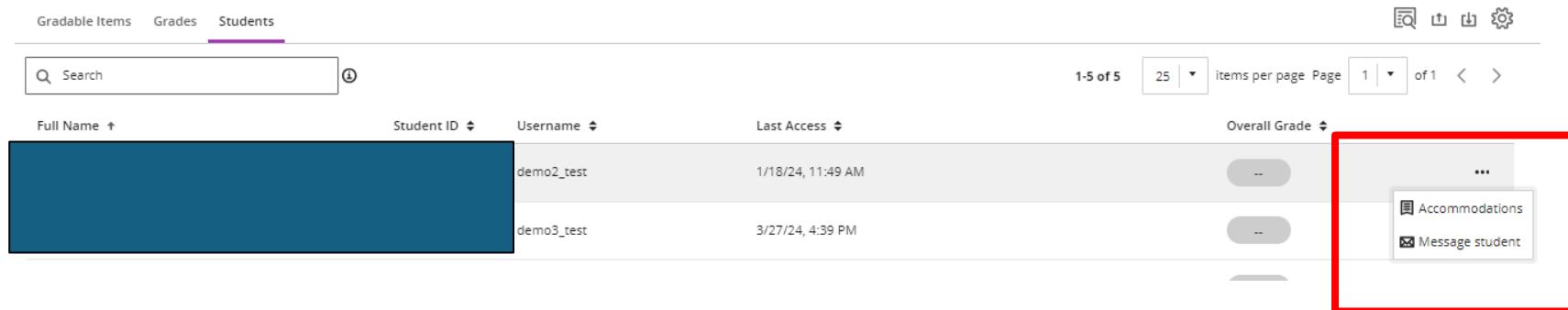
Changes to Course

Messages no Longer on Menu

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

Instructor Email to Student

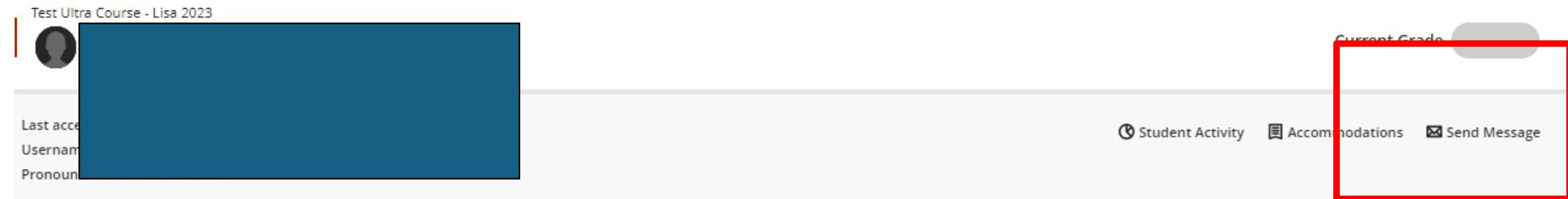
From Gradebook –Students page



The screenshot shows the Gradebook - Students page. At the top, there are tabs for 'Grifiable Items', 'Grades', and 'Students', with 'Students' being the active tab. Below the tabs is a search bar and a header with '1-5 of 5', '25 items per page', and 'Page 1 of 1'. The main table lists student information: Full Name, Student ID, Username, Last Access, and Overall Grade. The 'Overall Grade' column for the second student is highlighted with a red box. A context menu is open over this cell, containing three options: 'Accommodations' (with a gear icon) and 'Message student' (with a mail icon), both preceded by a small '...' icon.

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

From Roster – Student Card



The screenshot shows the Roster - Student Card page for a course named 'Test Ultra Course - Lisa 2023'. The card displays a student's profile picture, name, and contact information: 'Last access', 'Username', and 'Pronoun'. At the bottom of the card, there are three buttons: 'Student Activity' (with a person icon), 'Accommodations' (with a gear icon), and 'Send Message' (with a mail icon). A context menu is open over the 'Accommodations' button, containing the same two options as the Gradebook: 'Accommodations' and 'Message student'.



Student Email to Instructor

Course Faculty

 Lisa Brown
INSTRUCTOR

Lisa Brown

INSTRUCTOR

Students Can Send Email to Instructor

Recipients

(Lisa Brown

 Recipients will receive this message as an email.

* Message

卷一：基础与实践 | 第二章：设计与实现 | 第三章：数据与算法 | 第四章：系统与应用 | 第五章：未来与展望

Type a message



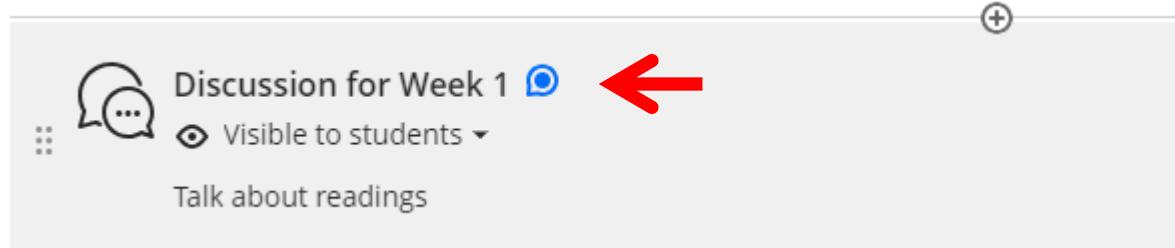


Get Notifications

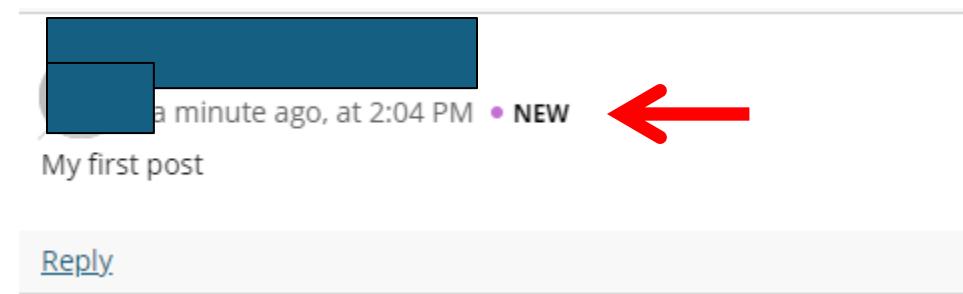


Discussion

New Posts Indicator



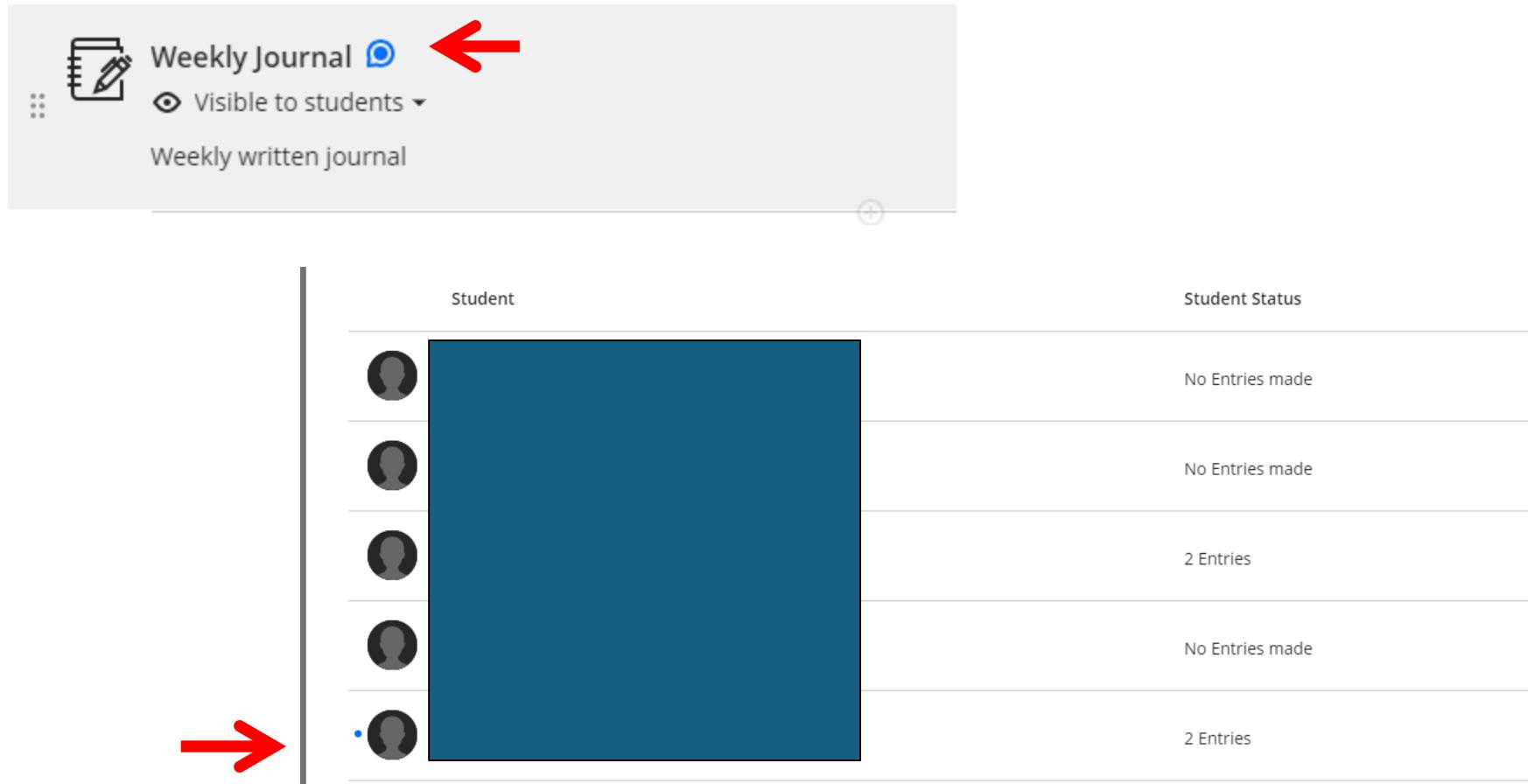
A screenshot of a discussion forum interface. At the top, there is a header with a speech bubble icon, the text "Discussion for Week 1", a blue circular icon with a white question mark, and a "Visible to students" dropdown menu. Below the header, the text "Talk about readings" is visible. A red arrow points to the blue circular icon.



A screenshot of a discussion post. The post is from a user whose profile picture is obscured by a blue redaction box. The post was made "a minute ago, at 2:04 PM" and has a "NEW" status indicator, which is also highlighted with a red arrow. The text of the post is "My first post". Below the post is a "Reply" button.

Journal

New Posts Indicator



A screenshot of a journal interface. At the top left, there is a 'Weekly Journal' section with a blue circular icon containing a white question mark, a 'Visible to students' dropdown, and a description 'Weekly written journal'. A red arrow points to the top of this section. Below this is a table with two columns: 'Student' and 'Student Status'. The 'Student' column shows five student icons, with the last one having a red dot below it, indicating a new entry. The 'Student Status' column shows the status for each student. The table has a vertical line on the left and a red arrow pointing to the bottom of the table.

Student	Student Status
Student 1 icon	No Entries made
Student 2 icon	No Entries made
Student 3 icon	2 Entries
Student 4 icon	No Entries made
Student 5 icon (with red dot)	2 Entries

Setup Email Notifications

Options for when emails are sent
Once per day or Immediately

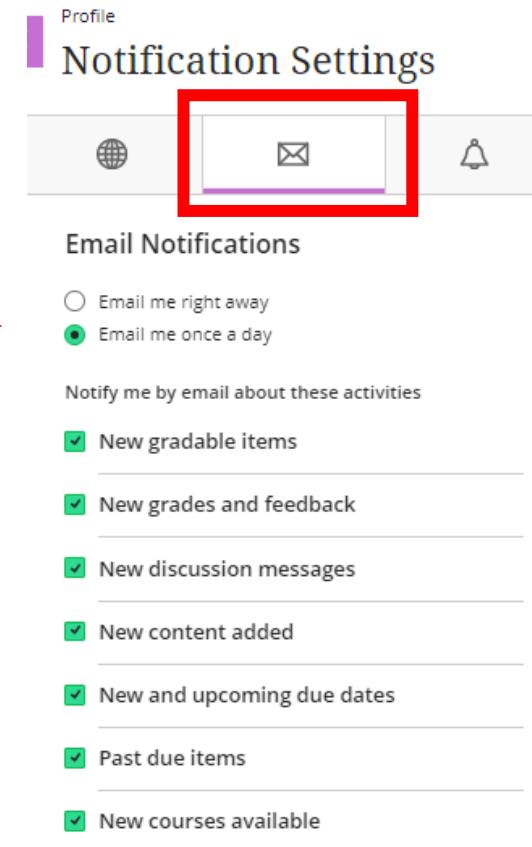


What events trigger an email



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

Thu 11/16/2023 11:16 PM
do-not-reply@learn.rochester.edu
[EXT] Daily Notifications

To

[i](#) If there are problems with how this message is displayed, click here to view it in a web browser.

Your updates

Messages

[New message from \[REDACTED\]](#)
Using Quantitative Data Analysis Software (1 credit) (ED528.1.FALL2023WSE)
(ED528.1.FALL2023WSE)

[New message from \[REDACTED\]](#)
Using Quantitative Data Analysis Software (1 credit) (ED528.1.FALL2023WSE)
(ED528.1.FALL2023WSE)

Discussion board threads

[New activity in Feedback on Group Lesson \(M8\) from \[REDACTED\]](#)
Online Teaching and Learning (EDE484.1.FALL2023WSE) (EDE484.1.FALL2023WSE)

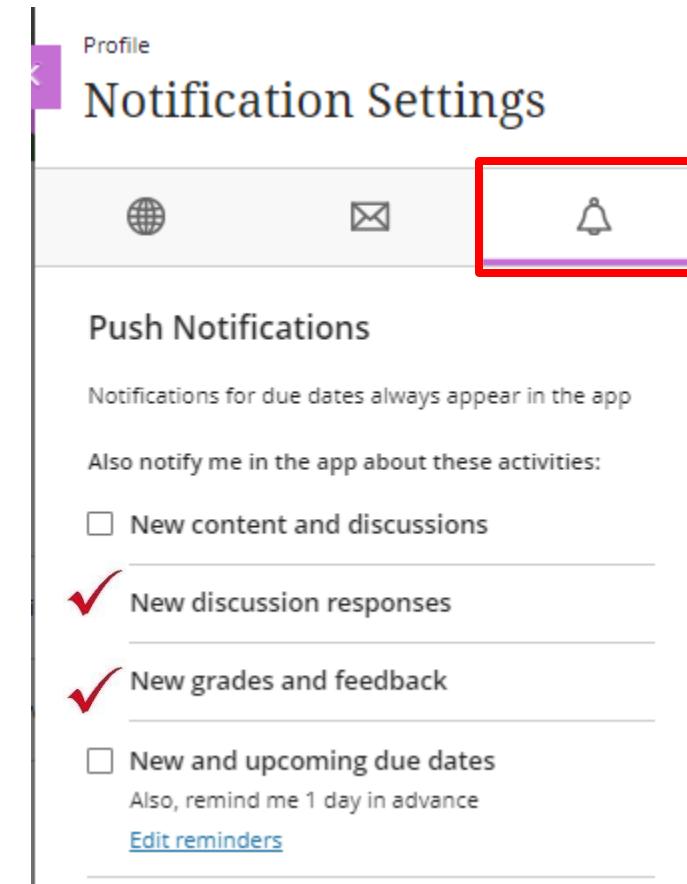
Journals

[New entry in Reflection Journal \(M8\) from \[REDACTED\]](#)
Online Teaching and Learning (EDE484.1.FALL2023WSE) (EDE484.1.FALL2023WSE)

Setup Push Notifications

Tip

Turn on Push Notifications

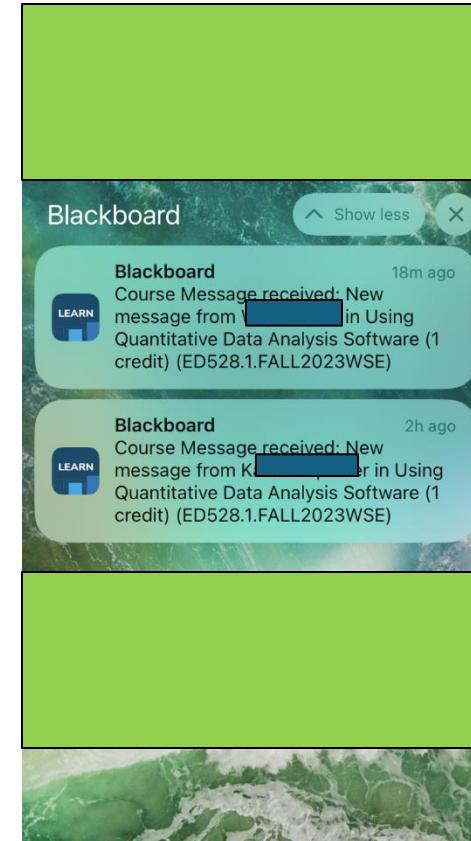


Mobile App Notifications

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 ▾

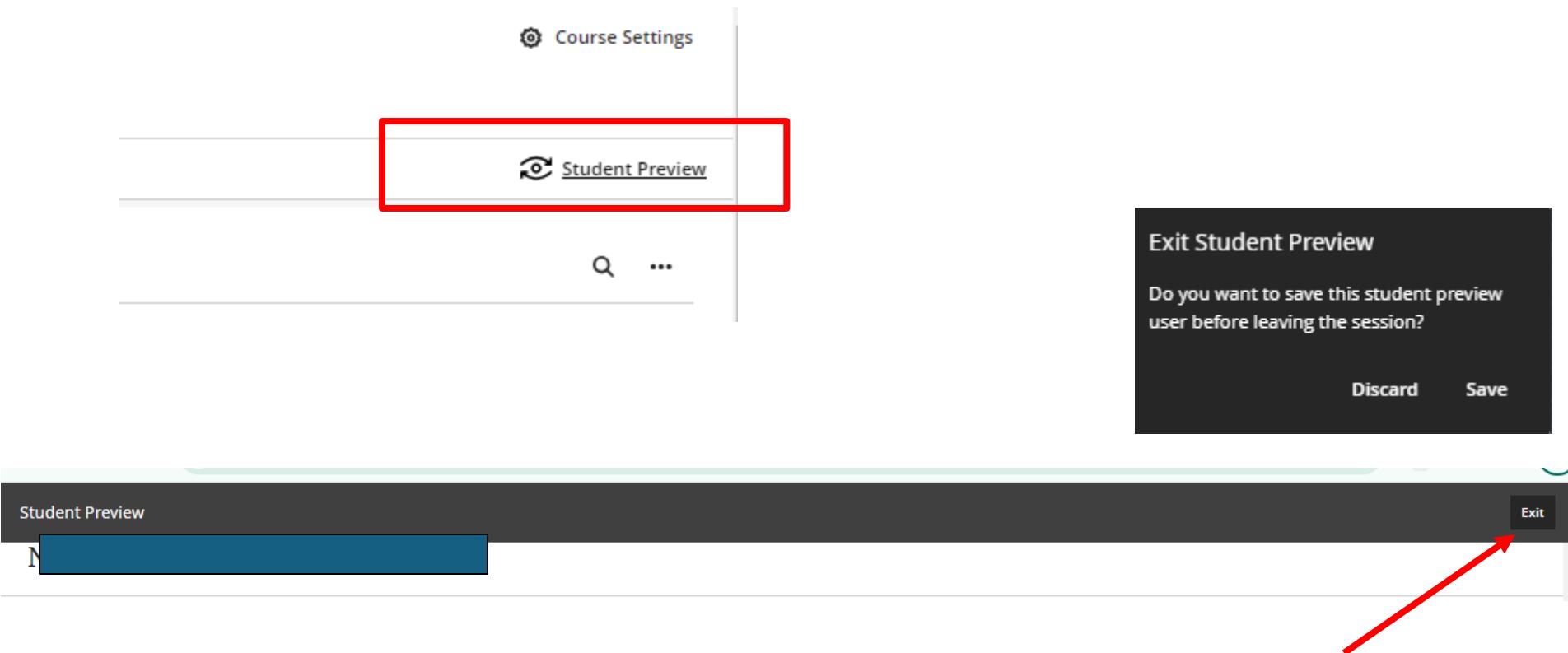
...

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.

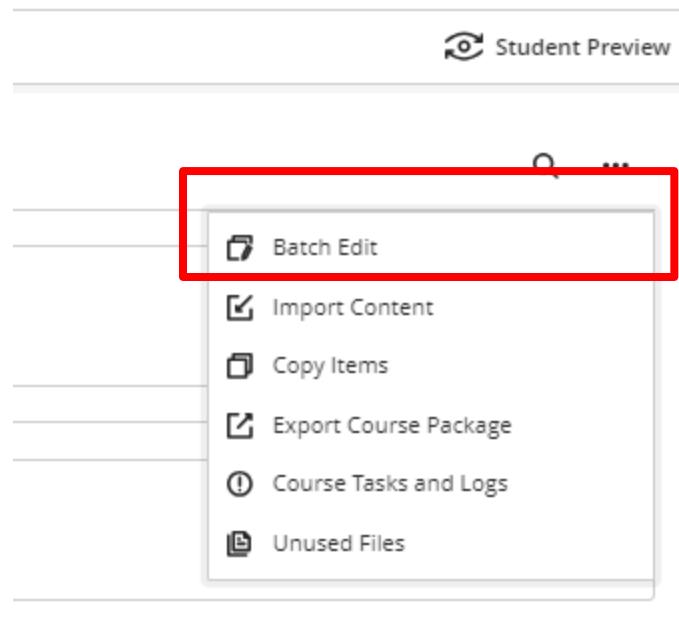
This is a link to resources curated by the Library!

Student Preview



Batch Edit

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



Select Items to Edit

Batch Edit

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	-- 

14 items selected

(including any folder or learning module contents)

 Edit dates

 Edit visibility

 Delete items



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

Edit Dates or Visibility

Edit Dates

X

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

X

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

Hidden from students

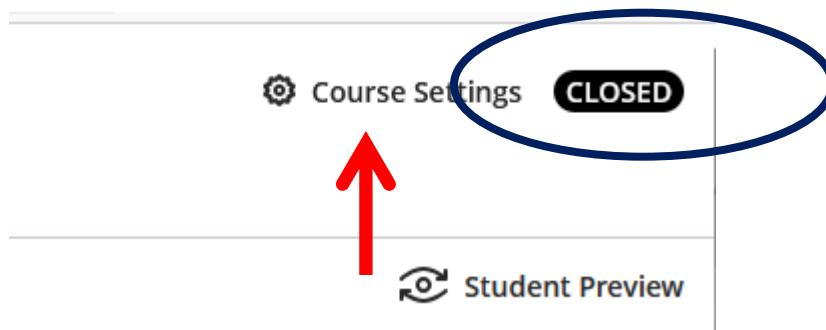
Visible to students

Cancel

Save Visibility

Recommend Qwickly Course Tools for
Due Dates!

Make course OPEN



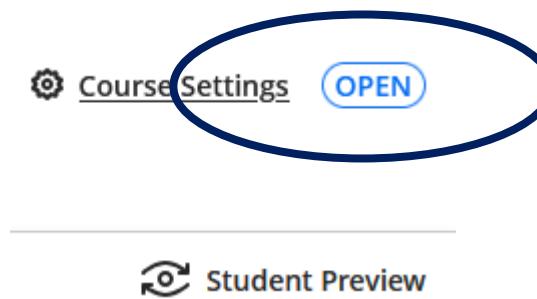
Course Status

Open - based on course duration 

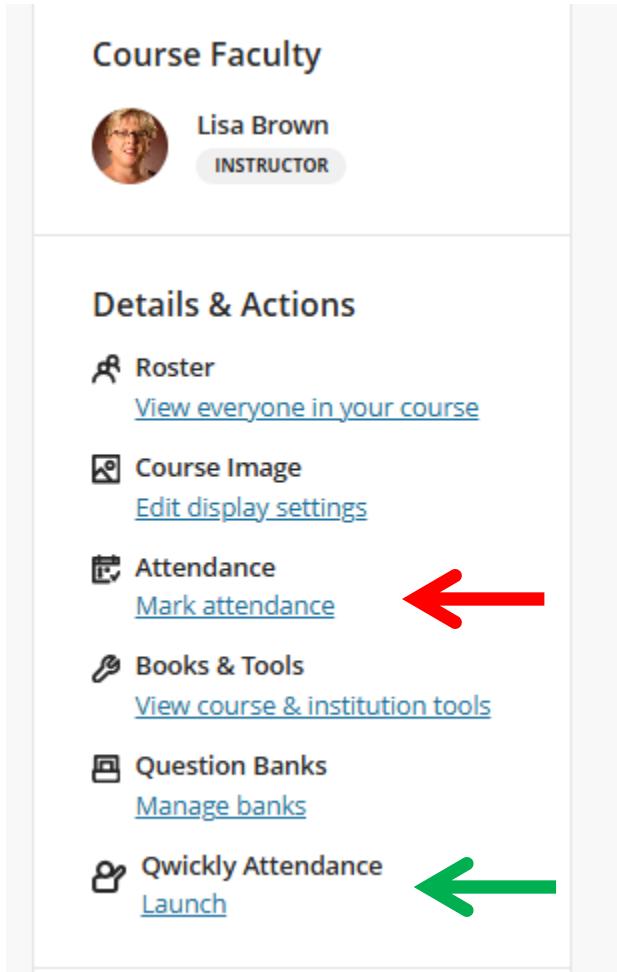
Students have access to the course content within the course duration timeframe.

Closed - override course duration

The course continues to appear in the course listing, but students cannot access the content.



Attendance options



The screenshot shows a course faculty dashboard. At the top, it displays the course faculty as Lisa Brown, an instructor. Below this, there is a section titled "Details & Actions" containing the following items:

- Roster**
[View everyone in your course](#)
- Course Image**
[Edit display settings](#)
- Attendance**
[Mark attendance](#) ←
- Books & Tools**
[View course & institution tools](#)
- Question Banks**
[Manage banks](#)
- Qwickly Attendance**
[Launch](#) ←

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	...

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

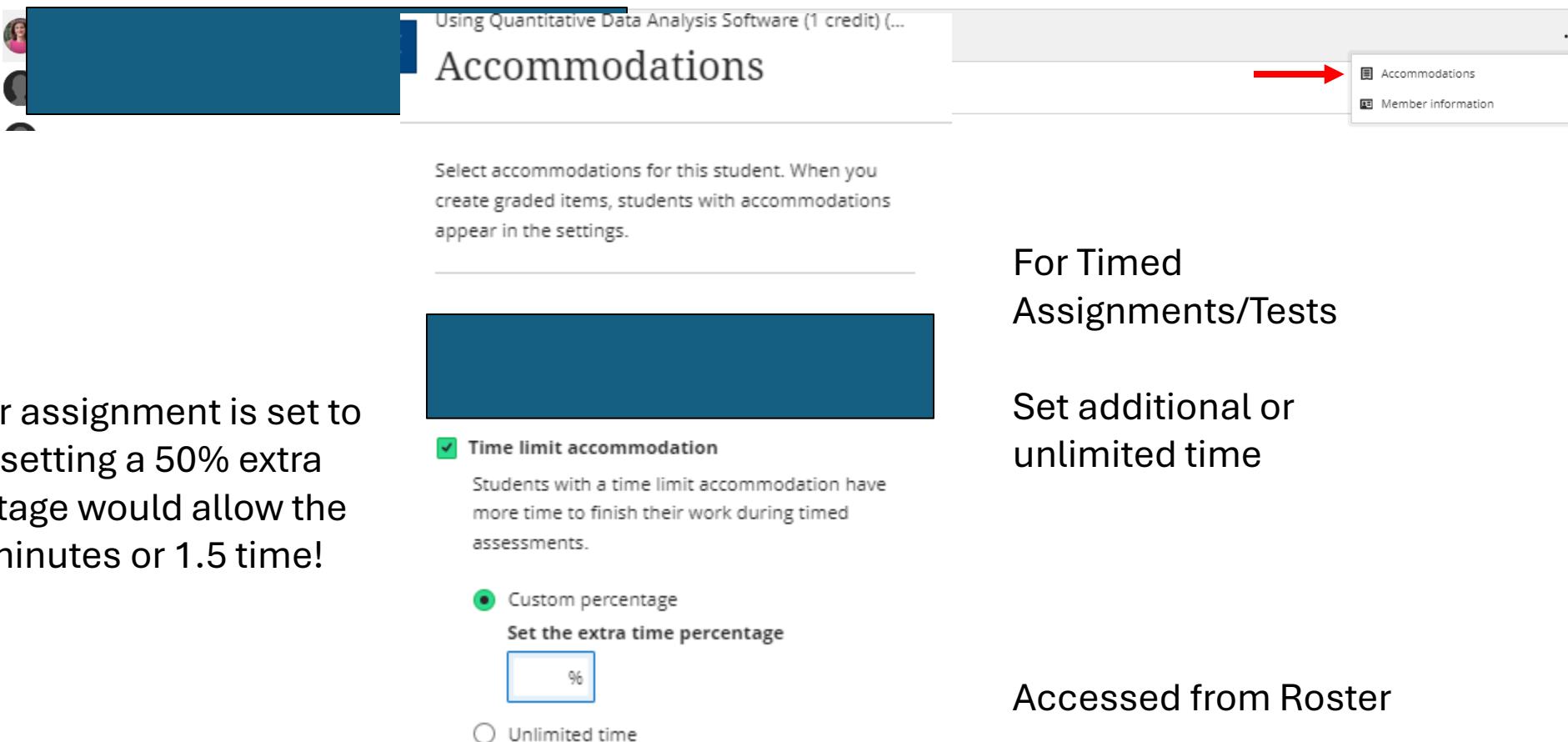
Add students, assistants, and other people to your course.

Cancel Save

Student

User	Role	Action
[User 1]		+
[User 2]		+
eric	Student	✓
[User 3]		+
[User 4]		+

Accommodations



The screenshot shows a student profile with a picture and the name "Using Quantitative Data Analysis Software (1 credit) (...)" above a "Accommodations" section. The "Accommodations" section contains a description: "Select accommodations for this student. When you create graded items, students with accommodations appear in the settings." Below this is a large blue button. To the right, a red arrow points to a dropdown menu with "Accommodations" and "Member information" options.

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!

For Timed Assignments/Tests

Set additional or unlimited time

Accessed from Roster

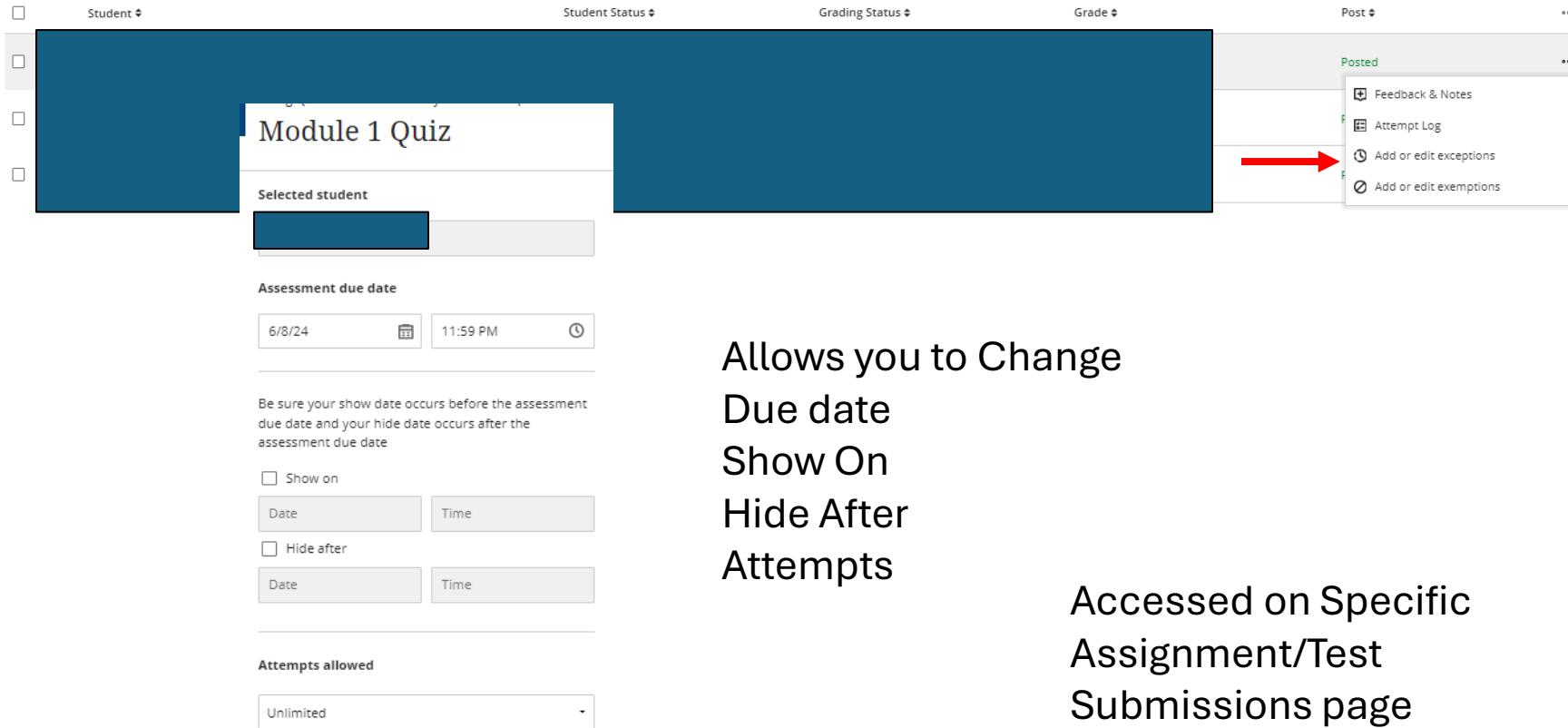
Time limit accommodation

Custom percentage

Set the extra time percentage

Unlimited time

Exceptions/Exemptions



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?