



University
of Rochester

Reconcile your Gradebook and Teach your Ultra Course

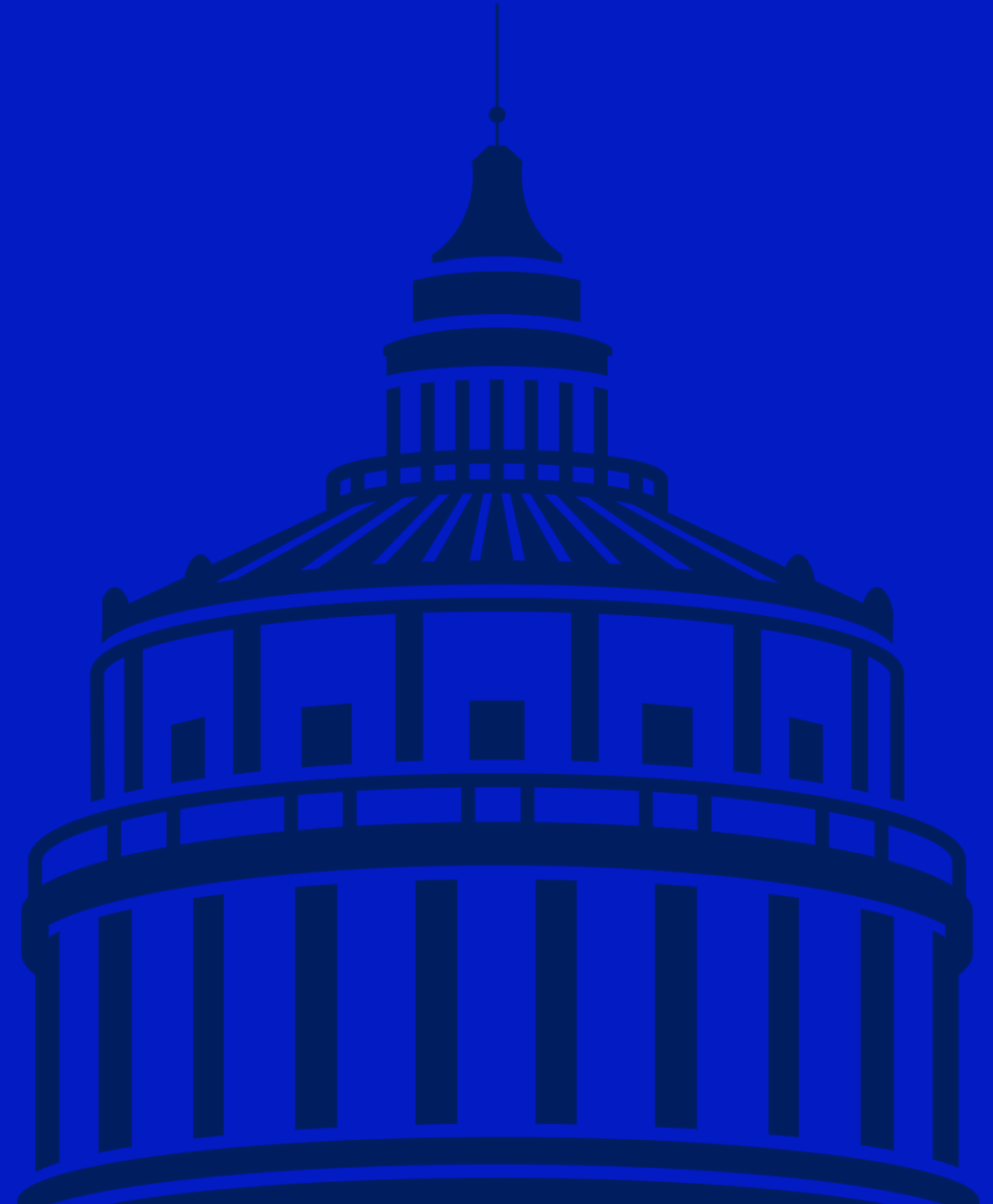
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Workshop Learning Objectives

Participants will be able to...

Establish an effective instructor presence through communication.

Communicate clearly and consistently with students using Blackboard Ultra.

Organize the Gradebook to support student understanding of their progress.

Apply effective grading and feedback practices.

Monitor student progress and respond when students need support.

Streamline routine teaching and course management tasks.

Recommended Steps to Course Design

1. Contribute the basic course information
2. Chunking - Identify and name the Modules
3. Articulate your Module Overviews
4. Build the content / activities / assessments
5. Reconcile the gradebook

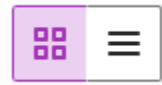


Reconcile your Gradebook

Understanding the Gradebook

Views

- List View – List of Gradable Items
- Grid View - Students and Grades



Search gradebook



Content

Calendar

Announcements

Discussions

Gradebook

Messages

Analytics

Groups



Gradebook Help

To Do 0



- To Do panel

To Do

Needs Grading

No tasks pending

Needs Posting

No tasks pending

Gradebook – Gradable Items (List View)

Icon	Name	Category	Due Date	Status	Posted?	Drag and Drop	Options
Item ↕		Category ↕	Due Date ↕	Grading Status ↕	Post ↕		
	Overall Grade	No Category	+			↑↓ ...	
	avg assignments	No Category	+			↑↓	
	New Calculation 2/5/25	No Category				↑↓	
	Essential Questions: Module 4 0 of 5 submitted	No Category		Nothing to grade		↑↓	
	PeerReview 5 missing 1 of 6 submitted	No Category	11/22/24, 1:00 PM	Complete		↑↓ ...	
	Mentor stuff	Assignment	10/24/24, 1:28 PM	1 to grade	Post 5 grades	↑↓ ...	

Send Reminder

Edit

Statistics

Delete



Gradebook – Grid View

ContentCalendarAnnouncementsDiscussionsGradebookMessagesAnalyticsGroupsAchievements

Student Profile

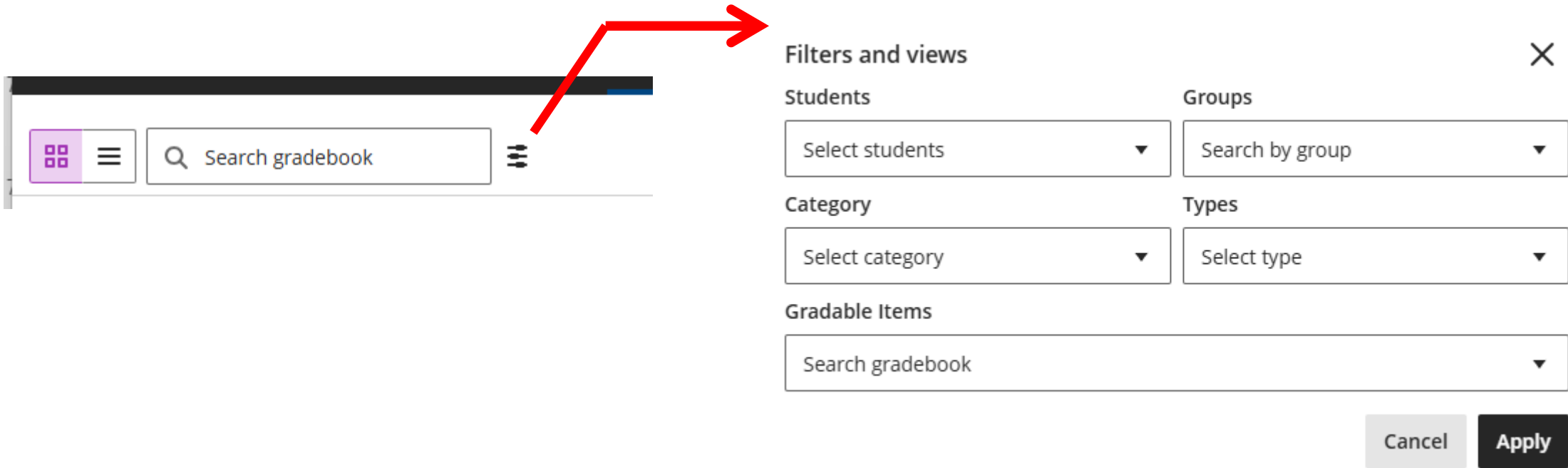
Search gradebook

Gradebook HelpTo Do 0

Students (15)					
Name	ID	Overall Grade	Name of Gradable Item		
Student Names Student ID Numbers		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-
		0 / 130	-	-	-



Grid View – Filter Options



The image shows a user interface for a gradebook. On the left, a top navigation bar contains a grid view icon (a 2x2 square grid), a hamburger menu icon, a search bar labeled "Search gradebook", and a filter icon (three horizontal lines with arrows). A red arrow points from the filter icon to a panel on the right titled "Filters and views". This panel has a close button (X) in the top right corner. It contains four filter sections: "Students" with a dropdown menu labeled "Select students", "Groups" with a dropdown menu labeled "Search by group", "Category" with a dropdown menu labeled "Select category", and "Types" with a dropdown menu labeled "Select type". Below these is a "Gradable Items" section with a dropdown menu labeled "Search gradebook". At the bottom right of the panel are "Cancel" and "Apply" buttons.

Gradebook - Settings

Sorting options

Display ID number?

Download / Upload
Gradebook

Student options

Choose how to display student details in your gradebook

Student name

☐ First name last name

☒ Last name, first name

☒ Student ID

Upload and download gradebook

[Download grades](#)

[Upload gradebook](#)

Gradebook Help

To Do



Gradebook Settings

Grade Schemas / Student Performance

See and Edit Grading
Schemas



Set Performance
Criteria for
Notifications



 **Grade Schemas**

Grading schemas map percentages to letter grades or some other notation for reporting performance.
[Manage Grade Schemas](#)

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

5 days

[View Course Activity](#)

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

Example Grade Schema

Grade Schemas

Grade Schemas	⊕ Add	Letter	✎	...
<u>Letter</u>		Grade Name	Grade Range %	
		A+	97% and 100%	
		A	94% and less than 97%	
		A-	90% and less than 94%	...
		B+	87% and less than 90%	...
		B	84% and less than 87%	...
		B-	80% and less than 84%	...

Not the University Letter Grade Options!

Edit these before using!

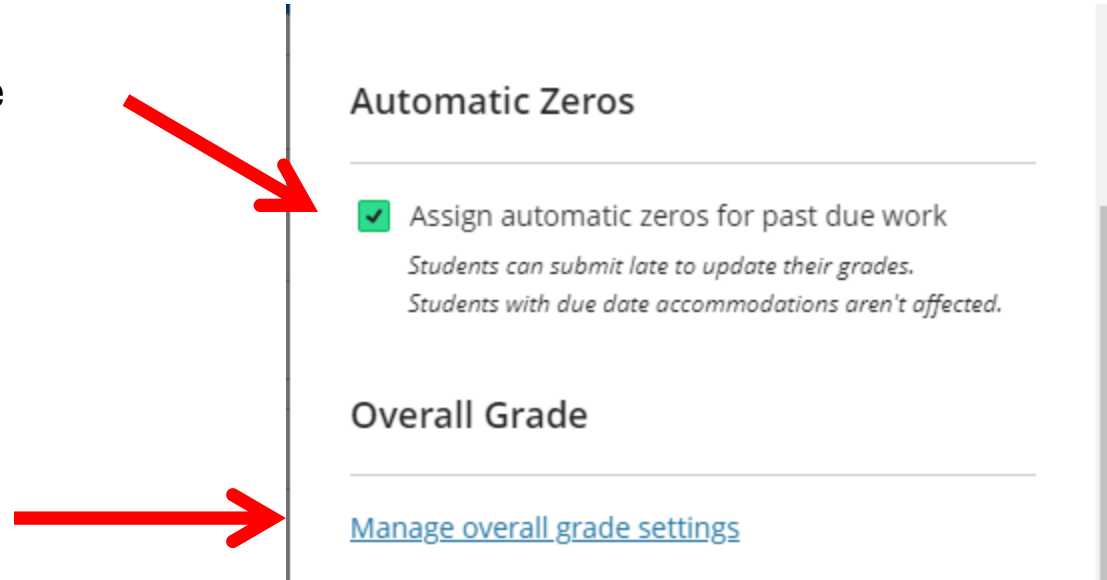


Gradebook Settings

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.

0 of 44 items hidden

☐	Item	Category	Due Date	Student visibility	Instructor visibility
☐	 Overall Grade	No Category	—	Visible	☐
☐	 avg assignments	No Category	—	Hidden	☒
☐	 New Calculation 2/5/25	No Category	—	Visible	☒
☐	 Essential Questions: Module 4	No Category	—	Hidden	☒
☐	 Quiz Review	No Category	11/22/24 1:00 PM	Visible	☒

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](#)

Quiz
Presentation
Homework
Exam
✓ Journal
Discussion
Test
Assignment

Use Setting Gear for any Graded Item to set the Category

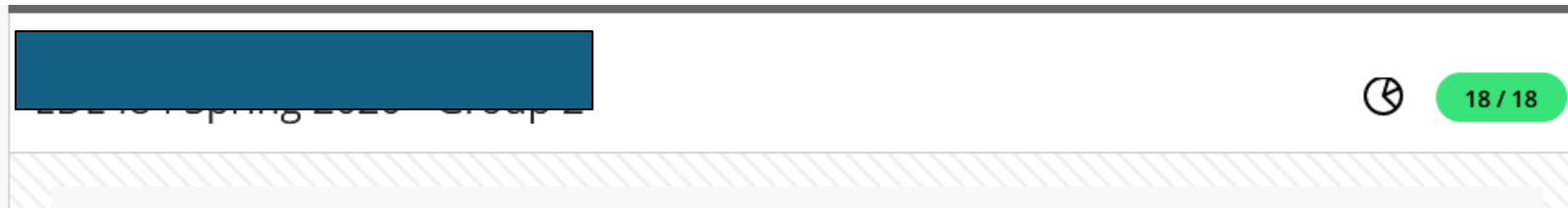
Tip: Review the Category on the Gradable Item List page!



Reconcile your Gradebook Setting Overall Grade

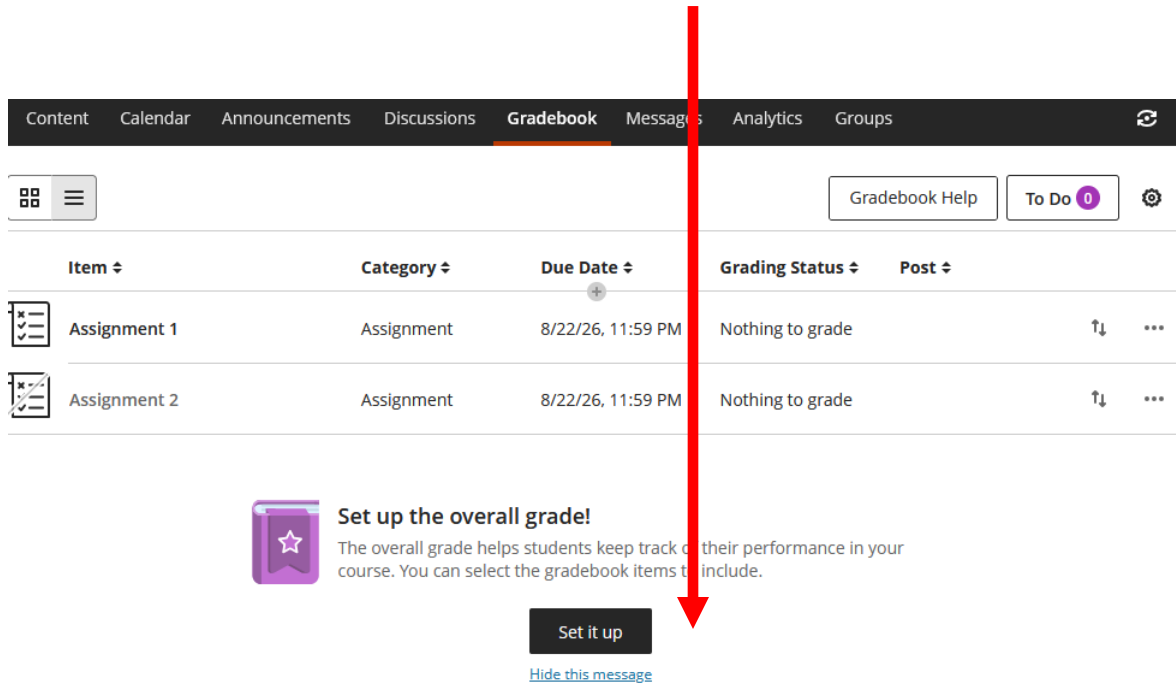
What is the Overall Grade?

- Total Points or Weighted Total
- 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



The screenshot shows the Canvas LMS Gradebook interface. At the top is a navigation bar with links: Content, Calendar, Announcements, Discussions, **Gradebook**, Messages, Analytics, and Groups. Below the navigation bar is a toolbar with a view toggle (grid/list), a 'Gradebook Help' button, a 'To Do' button with a count of 0, and a settings gear icon. The main content area displays a table of gradebook items:

Item	Category	Due Date	Grading Status	Post
Assignment 1	Assignment	8/22/26, 11:59 PM	Nothing to grade	↑↓ ...
Assignment 2	Assignment	8/22/26, 11:59 PM	Nothing to grade	↑↓ ...

Below the table is a notification box titled 'Set up the overall grade!' with a purple book icon. The text reads: 'The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.' At the bottom of the notification is a 'Set it up' button and a 'Hide this message' link. A red arrow points from the 'Set it up' button to the 'Overall Grade' section on the right.

Gradebook Settings Gear

Overall Grade

[Manage overall grade settings](#)

Overall Grade Settings

Choose Grade Type
Points, Weighted

Uncheck for Total points
(denominator is all points)
Check for Running Total
(denominator is graded points)

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

Advanced is NOT recommended

Uncheck to Hide this column

Display of Overall Grade

Verify Letter Grade
Settings



Select how the overall grade is displayed

Letter ▼

Letter

Points

Percentage

Complete/Incomplete

Remember: Grade Schemas in Settings



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, and Assignment. The 'Assignment' item is highlighted with a red arrow pointing to the 'Assignment' category header in the right panel. The right panel shows a detailed view of the 'Assignment' category, listing items such as 'Discussion - LOT Assignment Submission & Peer Review', 'Demonstration of Teaching Assignment- Submission and discussion', 'Observation of Clinical / Large Group Teaching', and 'Clinical Teaching Methods Paper'.

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 %  

Initial View

All Categories
Equal Weighting

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

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

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

☒

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

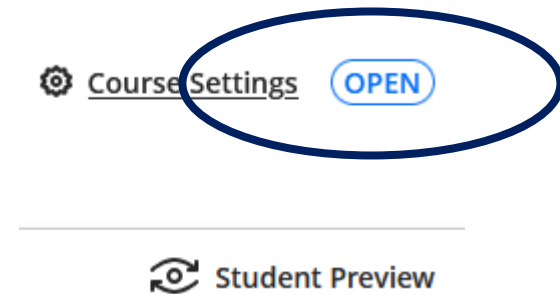
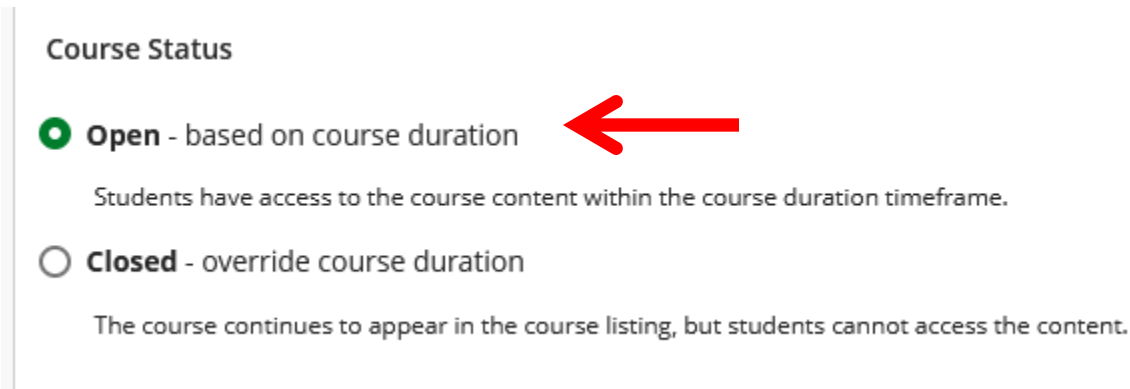
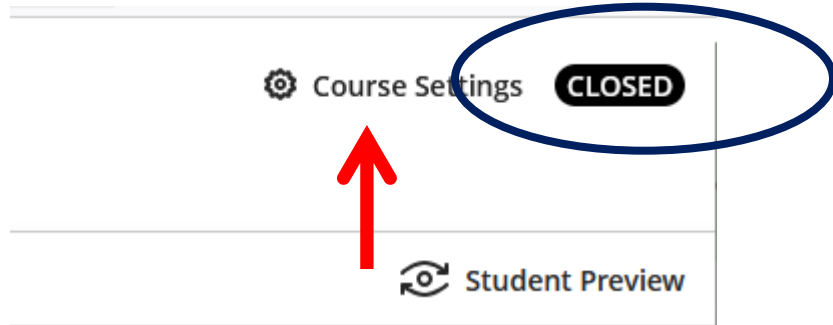
Cancel

Continue



Be Present in your Course Communicate with Purpose

Make sure course is OPEN



Types of Communication

Information

- Changes
- Reminders
- Important dates

Guiding

- What's coming
- Approach to assignment
- Where students should focus

Connecting

- Welcome messages
- Encouragement
- Celebrations

Intervention

- Students falling behind
- Missing work
- Common misconceptions

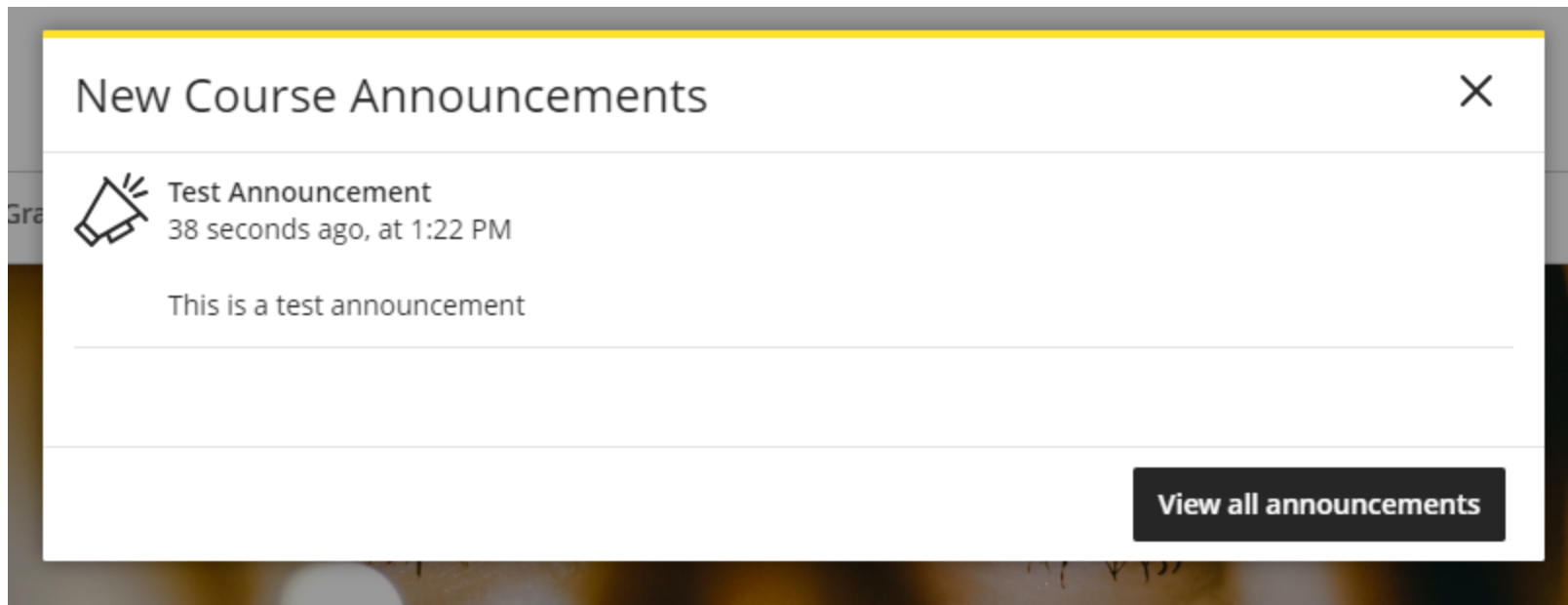
Communication Tools

- Announcements
 - Great for INFORMATION type communication
 - Useful for WELCOME
- Messages
 - Great for personal communications like INTERVENTIONS
- Automations
 - Celebrations and Encouragement
- Content – Text and Video
 - Welcome, Misconceptions, Approaches to Work

Announcements

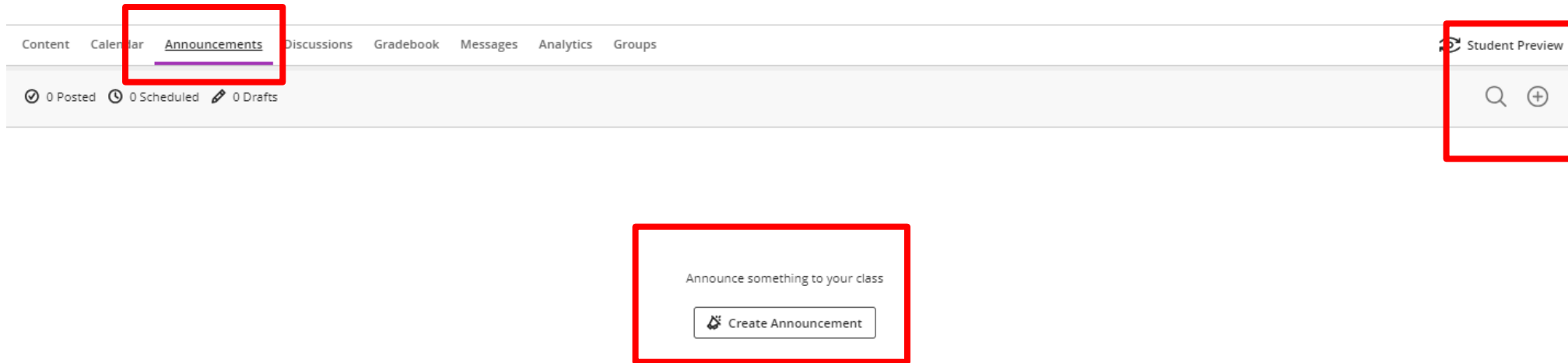
- Seen by ALL course members, including other instructors, teaching assistants, course builders.
- Message remains in the course on the Announcement page for future review.
- Can be sent as an Email to everyone (option).
- Can be scheduled (option).

Pop-up Upon Course Entry



Also appears on Activity Stream

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** **Audio** **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

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

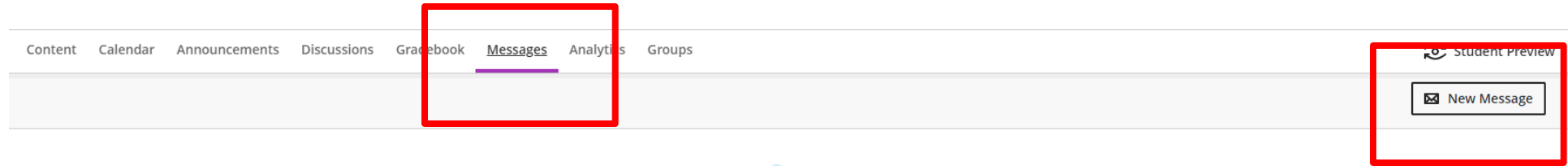


Email will also send at this time if chosen

Messages

- Private communication between you and selected course members.
- Message remains in the course on the Messages page for future review.
- Can be sent as an Email (option).

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

 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

-  All course members
-  All instructors
-  All students
- 
- 

History of Messages

Course Messages



12/2/23, 8:27 PM



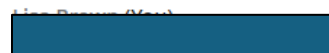
Yes it did, responding to your comment! Thank you again for your help in this process. Have a wonderful w...



11/20/23, 10:43 AM



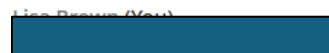
Yes. I got it. Graded it this morning!



11/17/23, 9:43 AM



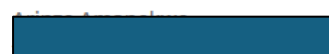
the last module uses a new dataset. but at some point, I would recommend making the changes to modul...



11/16/23, 8:17 PM



Thank you. I appreciate the follow-up.



11/14/23, 11:30 AM



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

Automations

- Automated messages based on graded items.
- Private communication between you and course members.
- Message remains in the course on the Messages page for future review.
- Log of automations sent available.

Set up Automations

Course Faculty



Lisa Brown
INSTRUCTOR

Course Assistants

 Automations
[View automations](#)
No automations created



No automations yet
Create your first automation to get started.

+ New automation

Setup Automation

New automation 8/12/26  Name

Cancel

Save

Automation gallery



Send congratulatory message

Send a congratulatory message when students achieve a high score.

Configure >



Send supportive message

Send a supportive message when students do not achieve a specified score.

Configure >



Send feedback reminder

Send a reminder to students when they have not viewed feedback.

Configure >

Choose Type of Message

Setup Trigger

Congratulatory

Automation trigger



When a grade is posted

For the following items...

All graded items

☒ Limit by attained grade

Attained grade is...

Greater than

* Grade percentage

80

%

Supportive

Automation trigger



When a grade is posted

For the following items...

All graded items

☒ Limit by attained grade

Attained grade is...

Less than

* Grade percentage

40

%

Feedback Reminder

Automation trigger



When feedback is unread

Number of days

1

1

2

Compose Message

Action to be taken



Send course message



* From: Lisa Brown Instructor

* Message:

I wanted to take a moment to celebrate your outstanding achievement.
Your hard work, dedication, and focus have truly paid off, and I couldn't be more proud of you!
Achieving such an exemplary grade is no small feat, and it's a clear reflection of your commitment to excellence.

Keep up the amazing work - this is just the beginning of many more successes to come.
Continue to aim high, and remember that your potential is limitless!

Wishing you continued growth and success in all that you do.
Well done once again!

Feel free to modify the message.

Be sure to indicate which assignment this was based on in order to help student understand the reason for the message.

Review Logs

My automations

+ New automation



Course Completed

When any student's grade for Module 6 Assignment is above 80%, send a message to student

Last run [redacted]

Active



Module 6 No Pass

When any student's grade for Module 6 Assignment is below 80%, send a message to student

Last run [redacted]

Active



Log of All Messages

Course Completed

Automation Activity Log		
Action Date ↓	Student	Item
	 [Redacted Student Name]	 Module 6 Assignment
		 Module 6 Assignment
		 Module 6 Assignment
		 Module 6 Assignment
		 Module 6 Assignment
		 Module 6 Assignment
		 Module 6 Assignment



Content – Text or Video

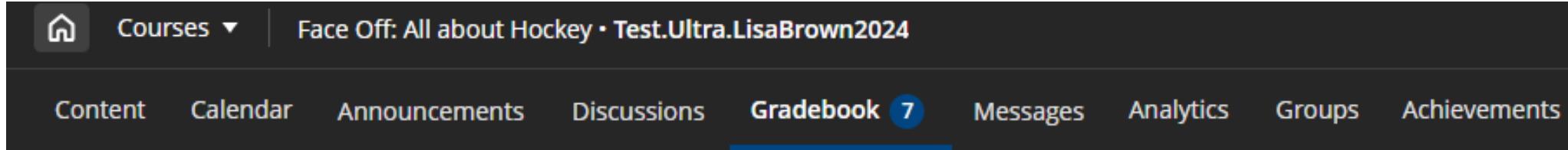
- Seen by students in the course as released
- Useful for
 - Welcome messages
 - Common misconceptions
 - Approach to assignments
 - Instructions where visuals are important





Grade to Support Learning

Grading Notification



To Do Panel

To Do

Needs Grading 7

group assignment

Due Date: 7/24/25, 11:59 PM

Oldest ungraded: 7/23/25, 7:41 AM

Grade (3)

Upload to Panopto test assignment

Due Date: 8/2/25, 11:59 PM

Oldest ungraded: 8/1/25, 11:50 AM

Grade (3)

Journal 1

Due Date: 2/28/26, 11:49 AM

Oldest ungraded: 2/27/26, 1:11 PM

Grade (1)

Needs Posting 2

test grading process

Due Date: 9/26/25, 1:49 PM

Post (1)

Needs Grading From Grid View

Journal 1	
 1	 1
80	
0	
0	
0	
0	



 1

Paper with a Pencil: shows student submissions

 1

Airplane: posts any grades in Needs Posting

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 displays a submission interface. At the top, a student's profile is shown with a name and ID (31718974). To the right, submission details include the date and time (4/23/24, 12:41 PM) and a submission receipt. A red box highlights the score '10 / 10' and the status 'Posted'. Below this, the assessment content 'T-L-Final-Paper.docx' is listed. A blue banner indicates a spacing change during conversion. A toolbar with various editing tools is visible. On the right sidebar, the 'Overall Feedback' section is expanded, showing a 'Text feedback' area. Below this, there are sections for 'Keep in touch.', 'Grading Rubric', and a 'Submission' summary showing a score of 10/10 out of 10 points. A 'Show descriptions' toggle is at the bottom.

Submitted by: [Name] ID: 31718974

SUBMITTED 4/23/24, 12:41 PM
SUBMISSION RECEIPT: CSC8ABD4E430404E97992 DD11DA598F

10 / 10 Posted ...

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

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

Audience Defined
25% of total grade
0.37

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

☐	Student	Student Status	Grading Status	Grade	
☐		Entry made	1 to post	2 / 2	Post 1 grade
☐		Entry made	1 to post	2 / 2	Post 1 grade ...
☐		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.

Monitor and Support Student Progress

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

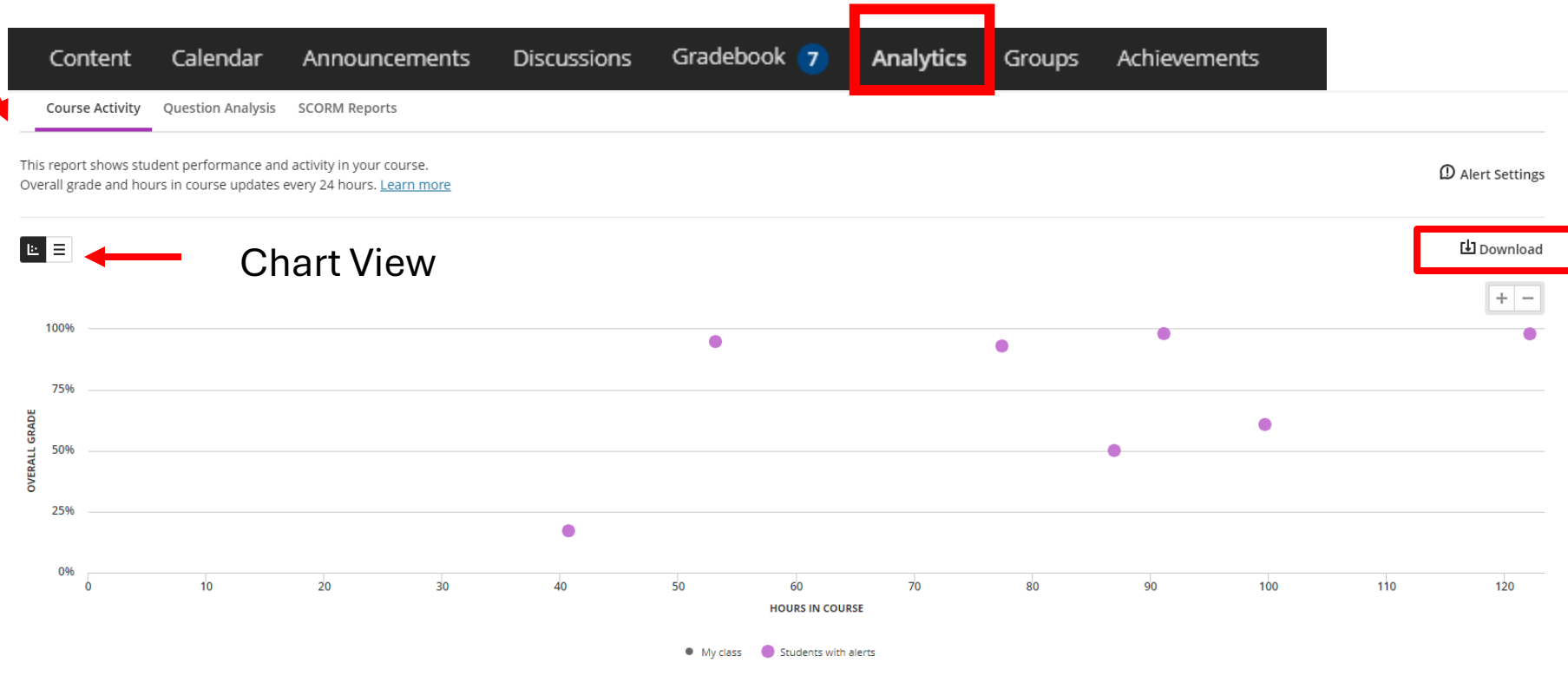
15 days

 [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

Filter alerts

All students

|

Alerts

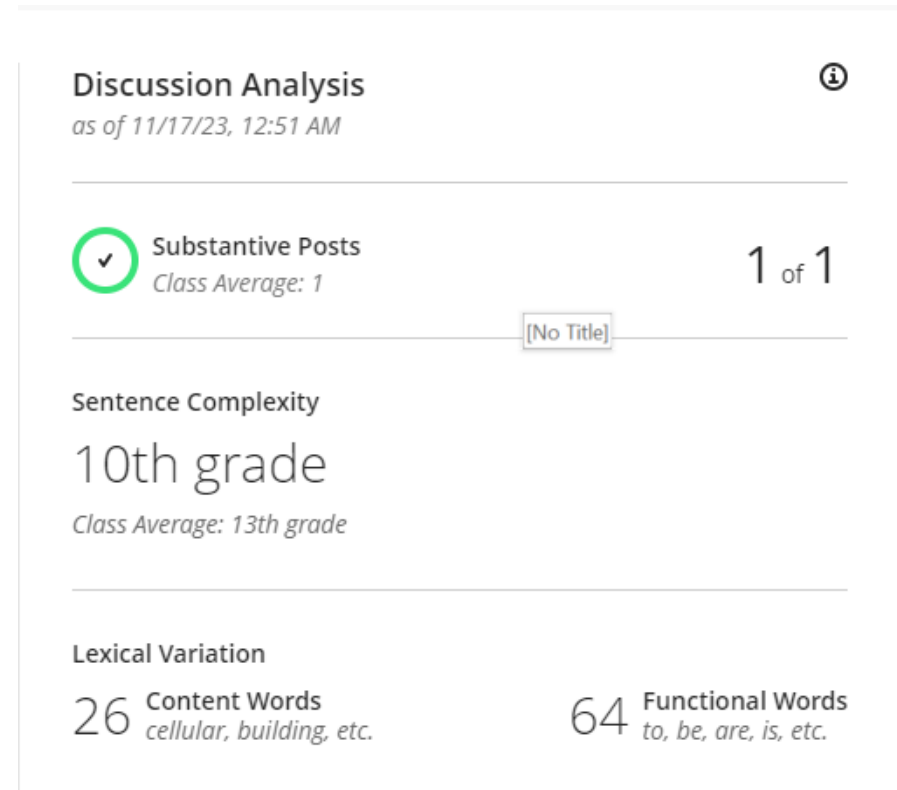
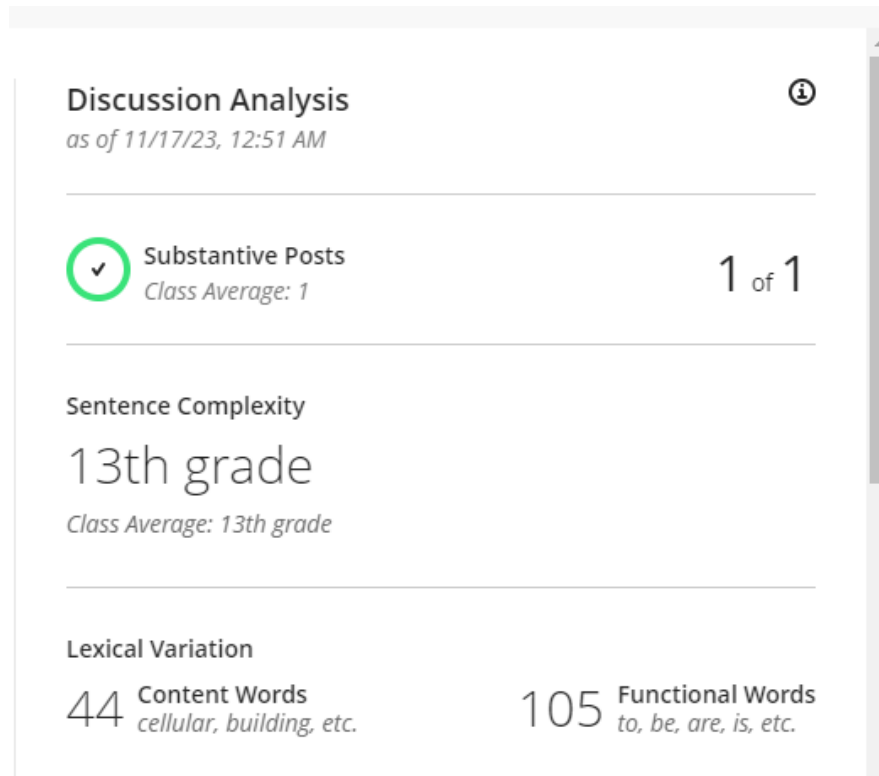
Send message

Download

Student	Overall Grade	Hours in Course	Days Since Last Access
	17.18%	40.76	17
	50.16%	86.97	17
	60.83%	99.7	6
	93.07%	77.43	6
	94.89%	53.15	9



Discussion Post Analytics



Critical Thinking Level

25.2%

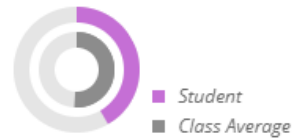
Class Average: 42%



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

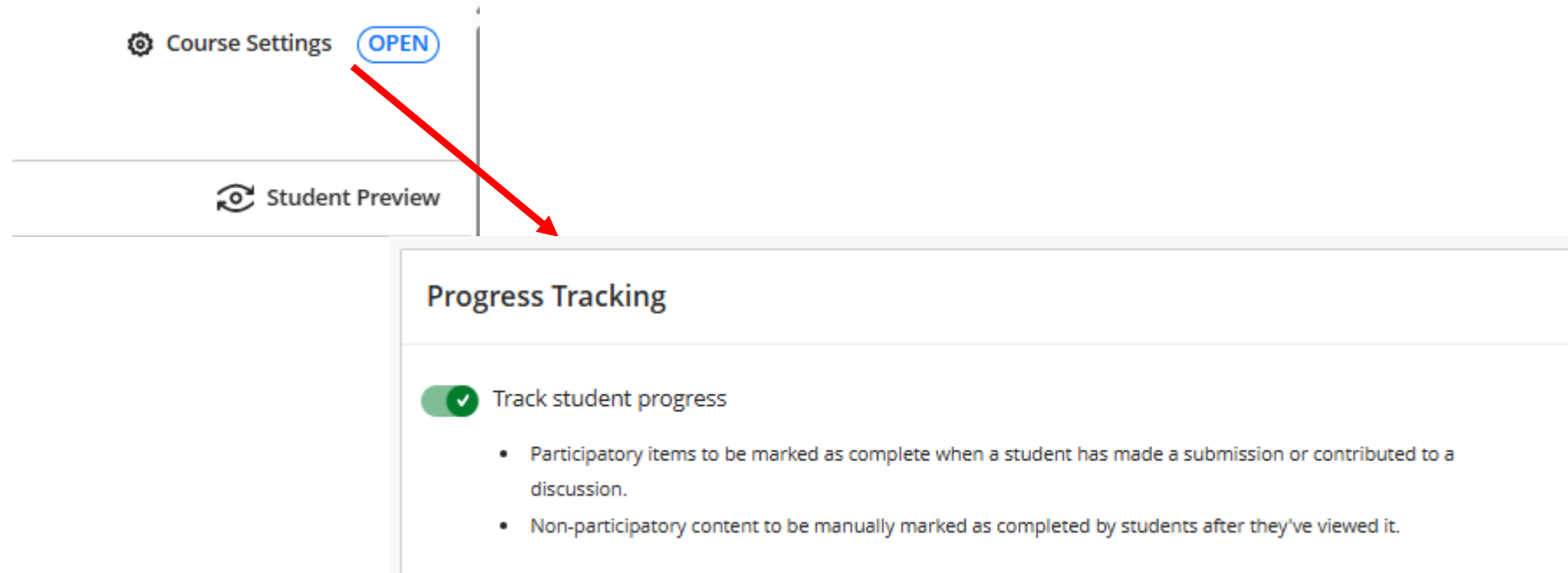
0

Average Word Count

109

122.4

Progress Tracking



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

Access via:
Gradebook
Students
Click on a specific Student



Last access: 12/3/23, 12:18 AM
Username: [redacted] ID: [redacted]

Grades Progress Notes Activity Log



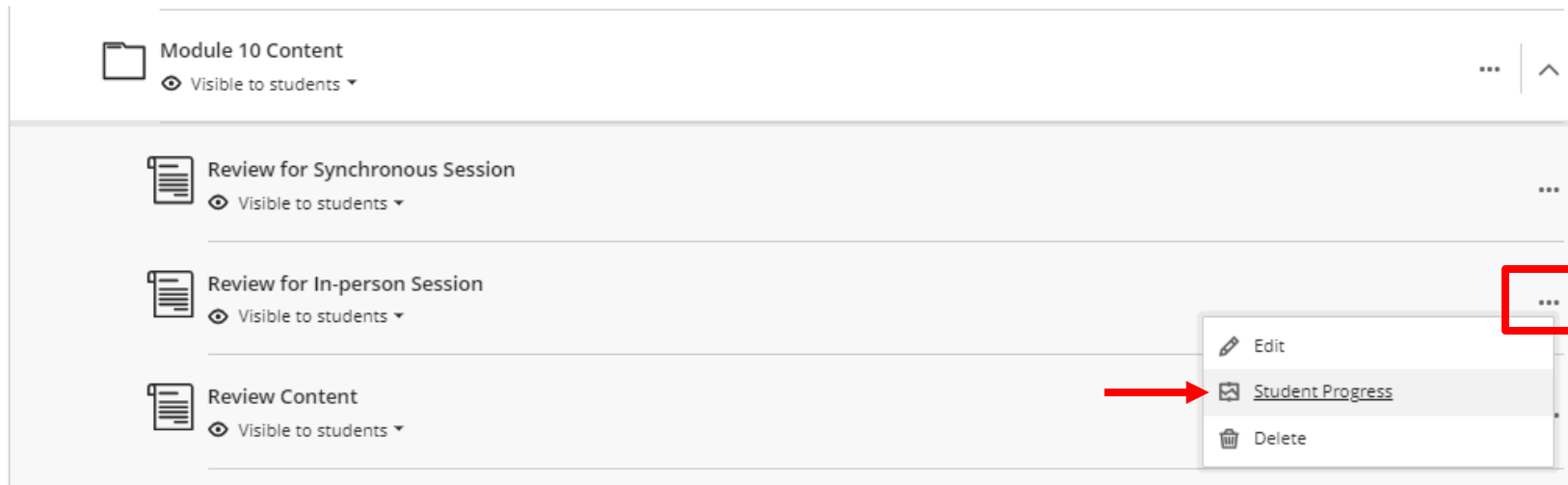
✓ Module 2 - Experience as Learners - September 4 - 10	Marked complete 9/18/23, 2:23 PM	←
⊖ Module 3 - Building Community - September 11 - 17	Started 9/18/23, 2:37 PM	▼
✓ Module 4 - Theories of Learning - September 18 - 24	Marked complete 9/28/23, 8:22 PM	▼
⊖ Module 5 - Lesson Design - September 28 -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

Access via:
Content
Find Specific item
Click three dots



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 Status
All

☐	Student Name		Student opened and marked Complete		Progress Status
☐					Marked complete 11/28/23, 4:21 PM
☐					Unopened
☐					Unopened
☐			Student opened		Started 11/29/23, 5:48 AM
☐					Unopened
☐					Unopened
☐			Student has not opened		Marked complete 11/29/23, 4:43 PM
☐					

Each student will be listed and their progress indication



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

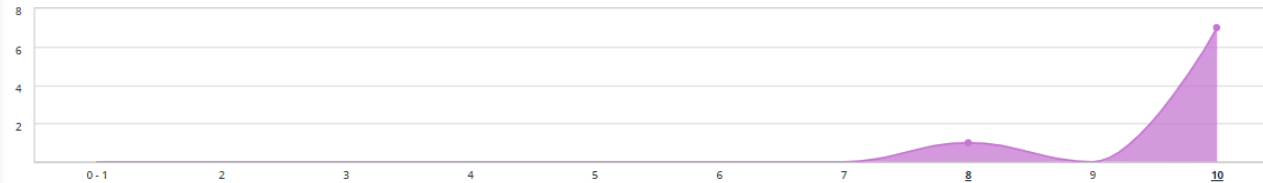
9 days

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

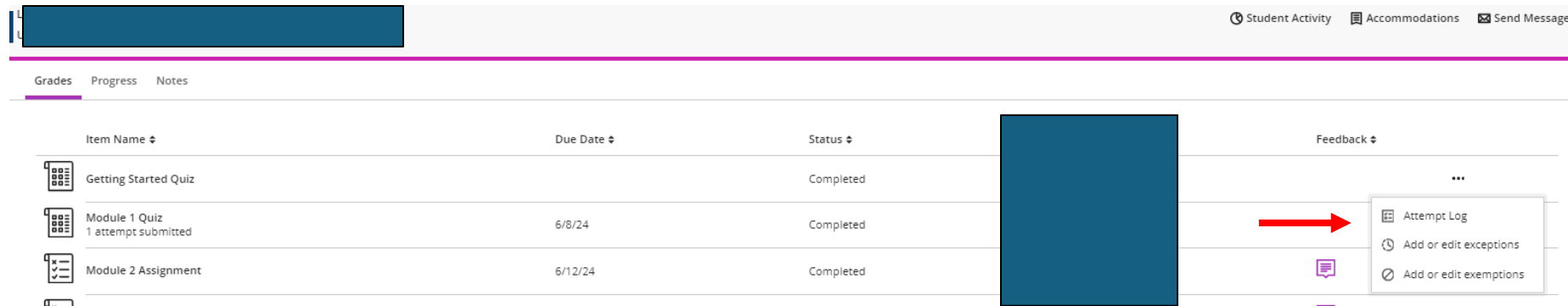
Post ...

Posted ...

- 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 student activities. A red arrow points from a blue box to the 'Attempt Log' option in a dropdown menu.

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



Last access: 8/28/25, 11:30 AM

Username: edaitz2 ID: 33015408

Grades

Progress

Notes

Activity Log

Announcements

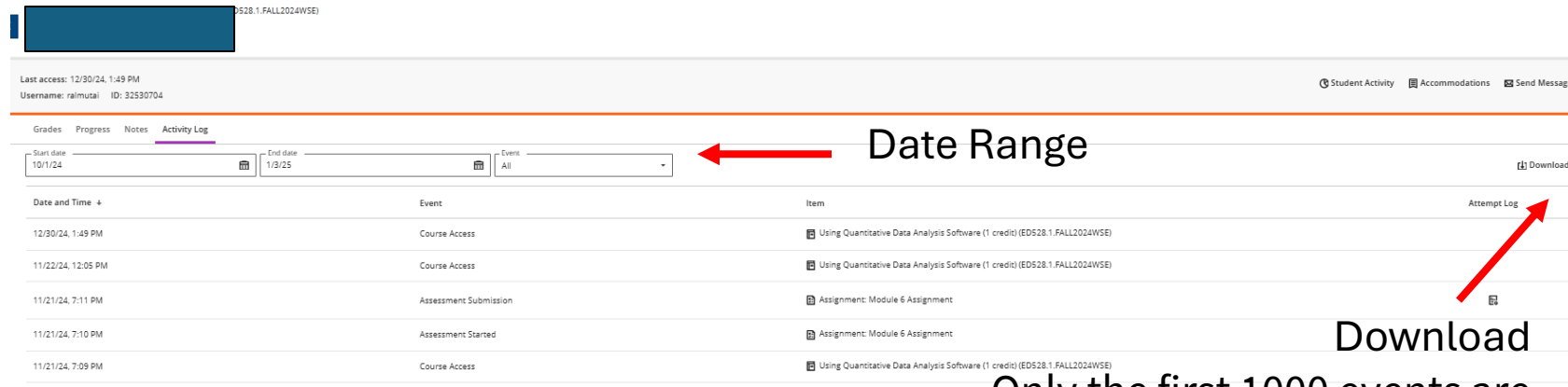
Access via:

Gradebook

Grid View

Click on a specific Student

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

Access via:
Gradebook
Grid View
Click on a specific Student

Current Grade

Student Activity Accommodations

Pronouns: She/Her

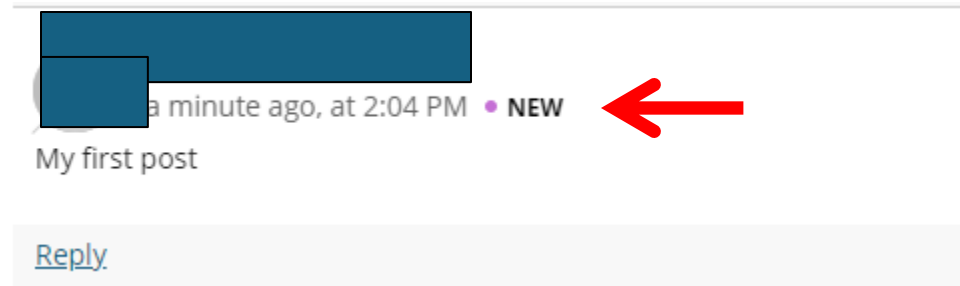
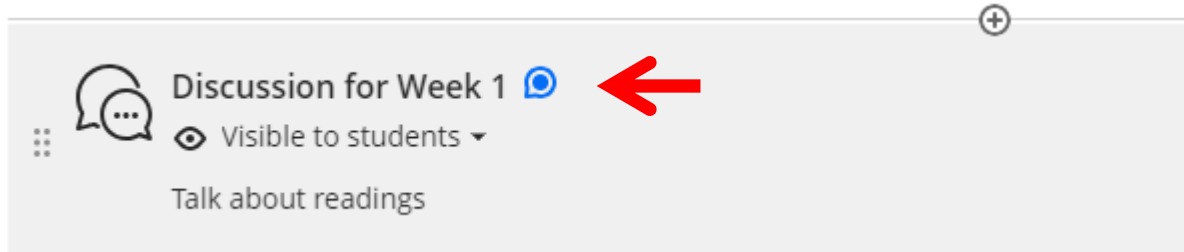
Grades Progress Notes Activity Log

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	

Make Teaching More Manageable

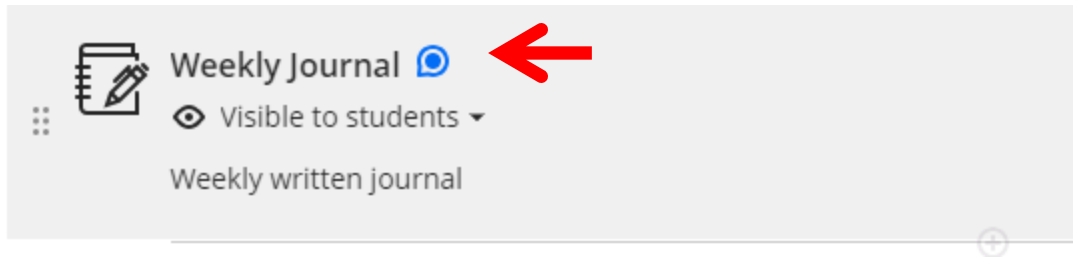
Discussion

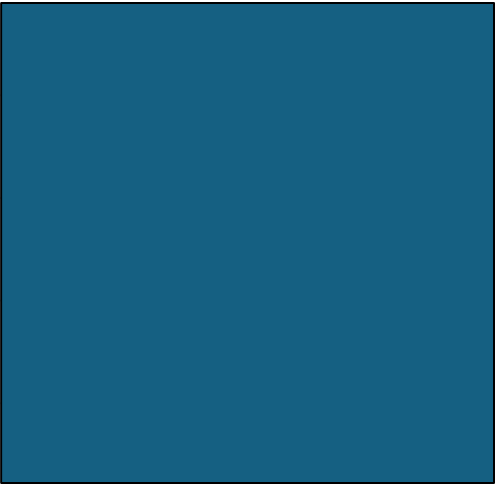
New Posts Indicator



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



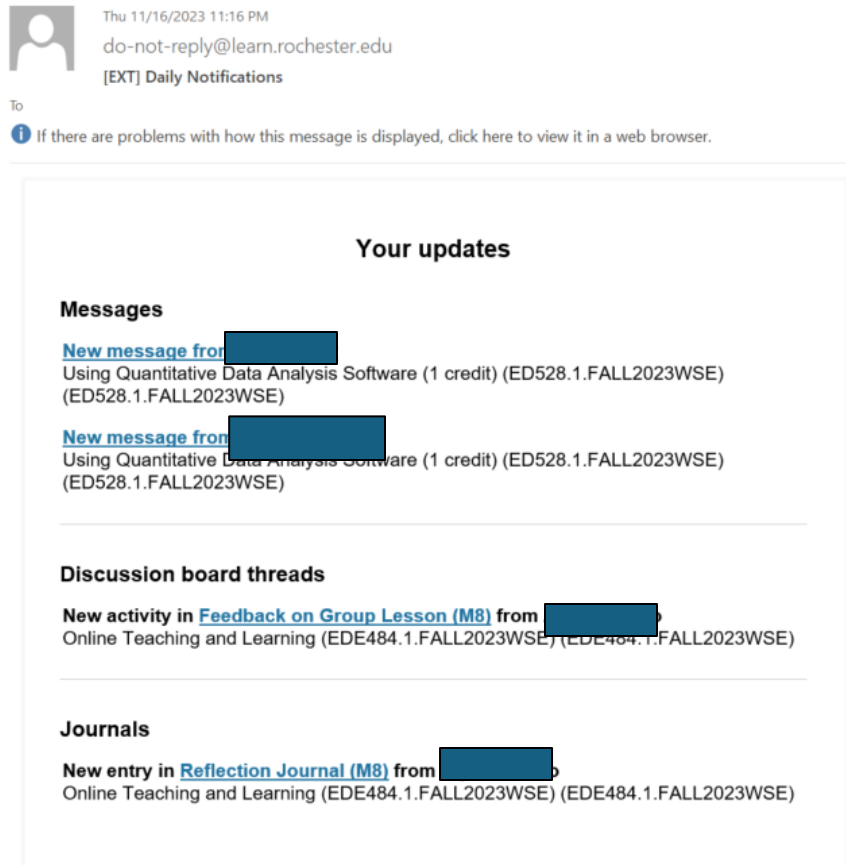
Email Notifications

☐ 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

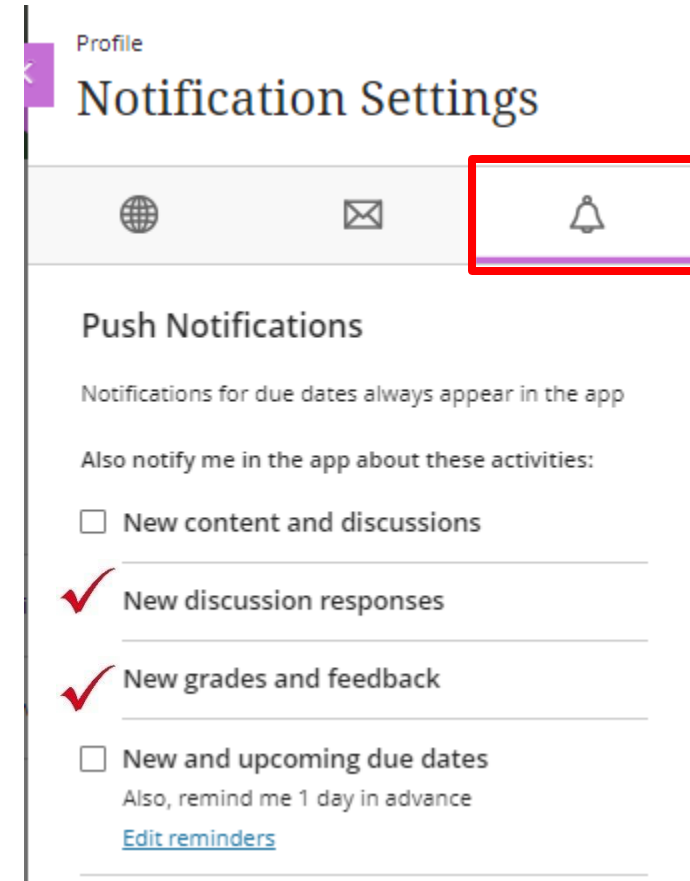
Daily Notifications by Email



Setup Push Notifications

Tip

Turn on Push Notifications

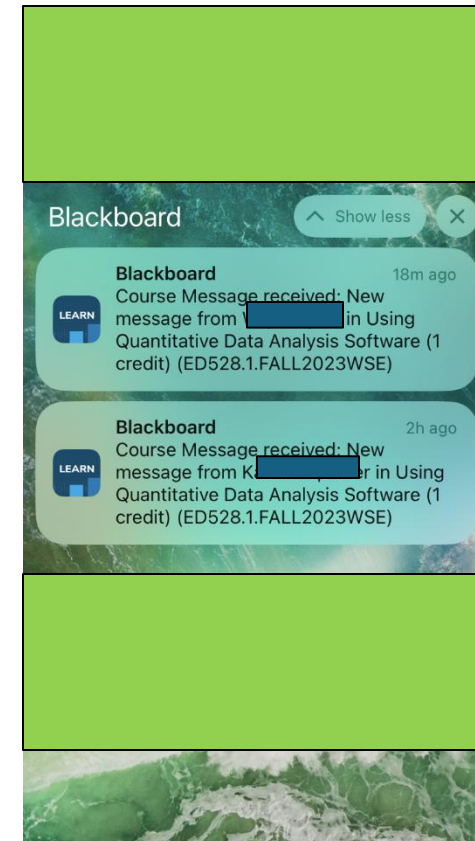


Mobile App Notifications

Tip

Log in to the Mobile App

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



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](#)



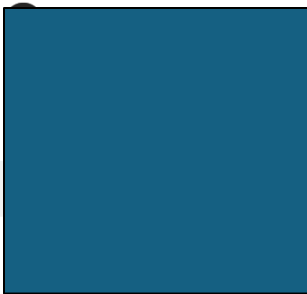
EDE484.1.SPRING2024WSE • Online Teaching and Learning (EDE484.1.SPRING2024WSE)

Visible to students  

Roster

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] ✓

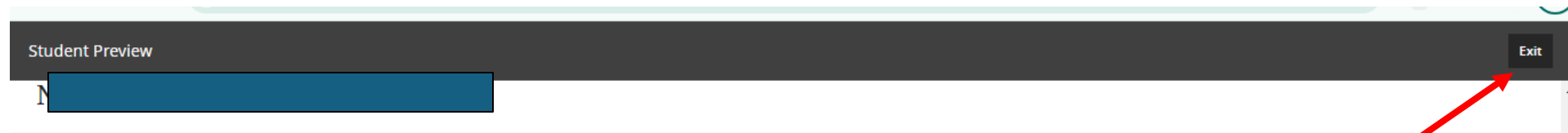
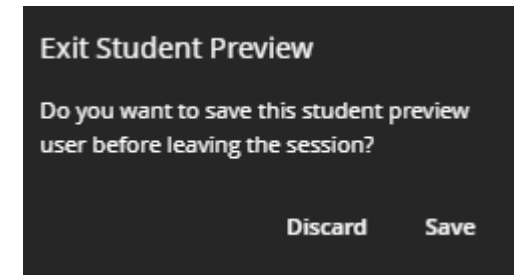
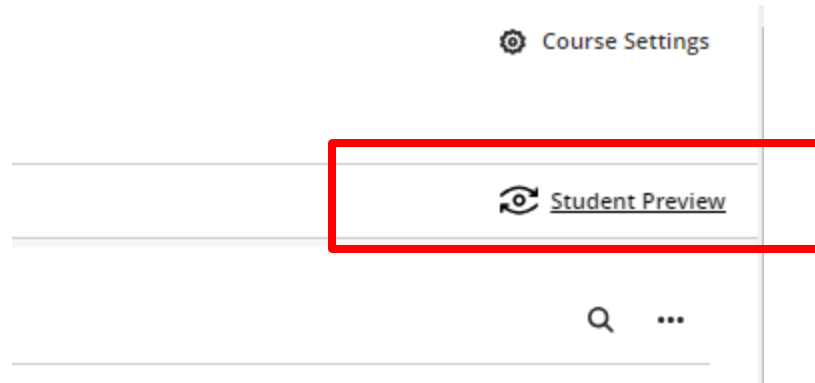
👤 [Redacted] Student

👤 [Redacted] +

👤 [Redacted] +

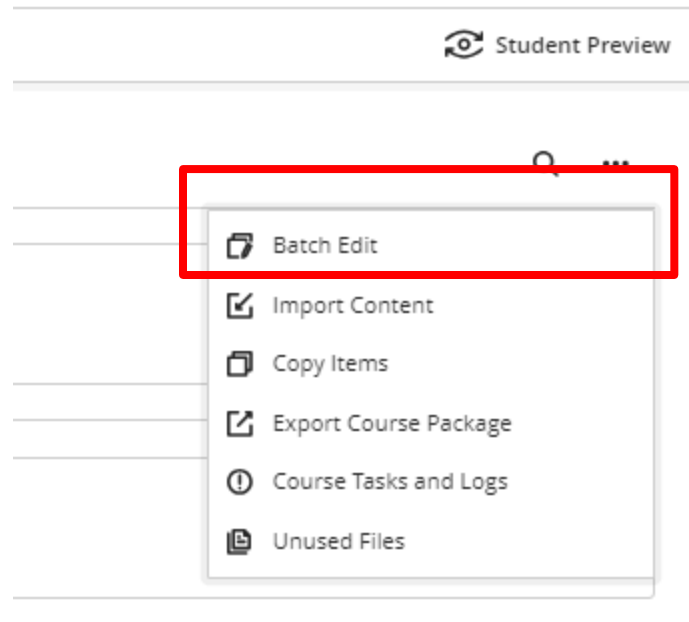
Cancel Save

Student Preview



Batch Edit

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



Tip: Use Quickly Course Tools for Editing Due Dates

Select Items to Edit

Batch Edit

☒ Item ▾	Visibility ▾	Show On ▾	Due Date ▾	Hide After ▾	
☒  New Panopto		--	Not Available	--	 ▾
☒  Add Panopto LTI		--	Not Available	--	 ▾
☒  Content		--	Not Available	--	 ▾
☒  Panopto Links		--	Not Available	--	 ▾
☒  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 Visibility

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 Qwickly Course Tools for Due Dates!



University
of Rochester

Questions?

