

Ultra Courses

Teaching in Ultra

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Workshop Learning Objectives

Participants will be able to...

- Setup Overall Grade in Gradebook
- View Student Progress and other Analytics
- Grade Student Work and Post grades
- Create and Post Announcements
- Email/Message Students
- Receive Appropriate Notifications

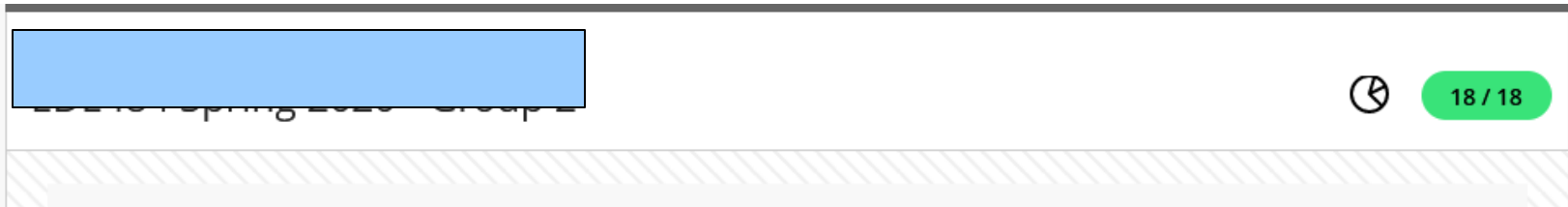


SETTING OVERALL GRADE



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



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

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](#)

Setup Overall
Grade Column



Overall Grade Initial Setup

Examples

Overall Grade Calculation

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

Points

[Hide example](#)

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

Weighted

[Hide example](#)

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

Advanced

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

Cancel

Next



Overall Grade Settings

Choose Grade Type
Points, Weighted

Uncheck for Total points
Check for Running Total

Calculation Details









Grades →

Select a Calculation Type

Points Weighted Advanced

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

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

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Points

Show to students

Uncheck to Hide this
column



Display of Overall Grade

Verify Letter
Grade Settings



Select how the overall grade is displayed

Letter

Letter

Points

Percentage

Complete/Incomplete



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

 Discussion 7 Items  Edit calculation rules	28		
 Journal 7 Items  Edit calculation rules	14		
Discussion - LOT Assignment Submission & Peer Review Assignment	13		
 Assignment 3 Items  Edit calculation rules	45		
Demonstration of Teaching Assignment- Submission and discussion Assignment	13		
Observation of Clinical / Large Group Teaching Assignment	7		
Clinical Teaching Methods Paper Assignment	25		
 Test 1 Item  Edit calculation rules	1		
 Exam 0 Items  Edit calculation rules	0		
 Homework 0 Items  Edit calculation rules	0		

 Assignment 4 Items  Edit calculation rules	58		
Discussion - LOT Assignment Submission & Peer Review Assignment	13		
Demonstration of Teaching Assignment- Submission and discussion Assignment	13		
Observation of Clinical / Large Group Teaching Assignment	7		
Clinical Teaching Methods Paper Assignment	25		



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.

Initial View

All Categories
Equal Weighting

Weigh gradable items within a category. ⓘ

Proportionally Equally

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

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




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


















































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

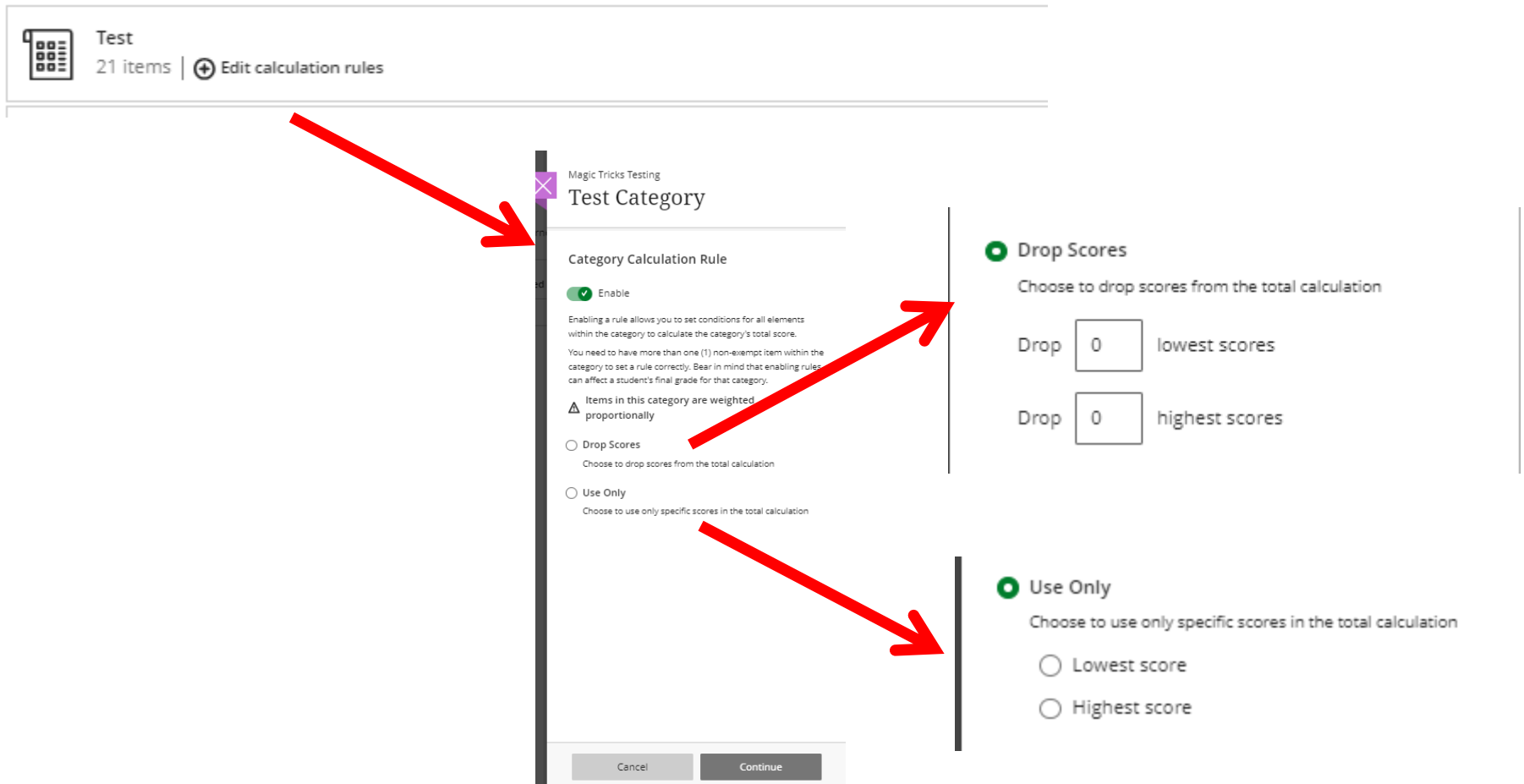
Drop highest scores

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

Lowest score

Highest score

Cancel Continue



Manage Grade Categories

Create new
Categories



Instructor
Created



Blackboard
Created



Grade Categories

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

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	

Used for Overall Grade Calculations



Add your Category

Journal - Module 5

Journal Settings

Details & Information

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

Participation & Grading

Due date

11/27/23 11:59 PM

Grade category

Journal


Grade using

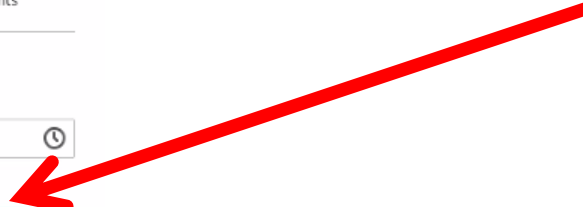
Points

Maximum points

5

Additional Tools

 Use grading rubric
[Add grading rubric](#)



- Quiz
- Presentation
- Homework
- Exam
- Journal
- Discussion
- Test
- Assignment

Use Setting Gear
for any Graded
Item to set the
Category

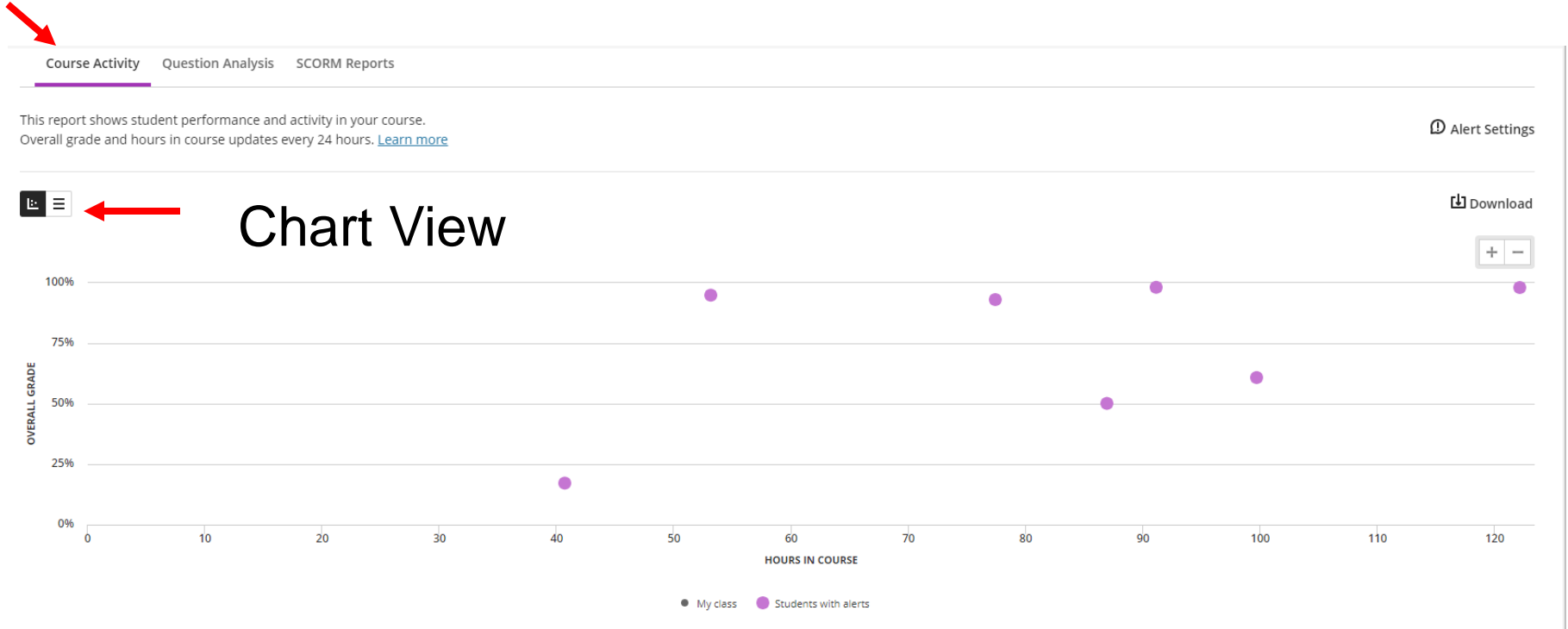


ANALYTICS



Analytics

Course Activity



Analytics

List View

Send message

Download

Filter alerts
All students

Alerts

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







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

Quiz - Course Expectations (M1)

Visible to students  ▼

[Content and Settings](#) [Submissions \(7\)](#) [Student Activity](#) [Question Analysis](#)

Test Summary (Analysis last run on 12/27/23, 11:23 AM)

[Rerun Report](#)

[Edit Assessment](#)

Average score

0.92 / 1.4

Possible questions

7

Completed attempts

7

Average time spent

01:17:53

Discrimination

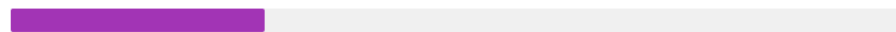
Indicates how well questions differentiate between students who know the subject matter and those who don't

Good (>0.3)



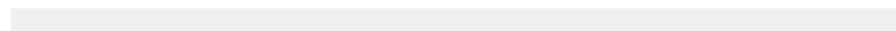
5

Fair (0.1 to 0.3)



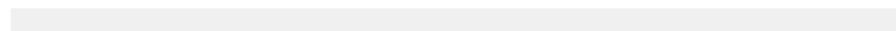
2

Poor (-1.0 to 0.1)



0

Can't calculate

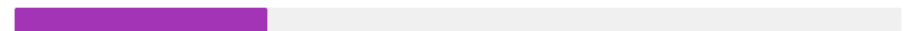


0

Difficulty

Indicates the percentage of students who answered the questions correctly

Easy (>80%)



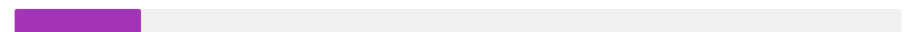
2

Medium (30% to 80%)



4

Hard (<30%)



1



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

Discussion Analysis

as of 11/17/23, 12:51 AM



Substantive Posts

Class Average: 1

1 of 1

Sentence Complexity

13th grade

Class Average: 13th grade

Lexical Variation

44 Content Words
cellular, building, etc.

105 Functional Words
to, be, are, is, etc.

Discussion Analysis

as of 11/17/23, 12:51 AM



Substantive Posts

Class Average: 1

1 of 1

[No Title]

Sentence Complexity

10th grade

Class Average: 13th grade

Lexical Variation

26 Content Words
cellular, building, etc.

64 Functional Words
to, be, are, is, etc.



Critical Thinking Level

25.2%

Class Average: 42%



Word Variation

41.67%

Class Average: 51%



Critical Thinking Level

54.38%

Class Average: 42%



Word Variation

41.28%

Class Average: 51%



<i>Discussion Details</i>	<i>Student's Participation</i>	<i>Class Average</i>
Responses	1	1
Replies	0	0
Average Word Count	180	122.4

<i>Discussion Details</i>	<i>Student's Participation</i>	<i>Class Average</i>
Responses	1	1
Replies	0	0
Average Word Count	109	122.4




PROGRESS TRACKING STUDENT ACTIVITY




Progress Tracking

Details & Actions

 Roster
[View everyone in your course](#)

 Progress Tracking ⓘ
[Turn off](#)

 Course Image
[Edit display settings](#)

Progress Tracking

Progress tracking allows:

- 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.

On

Changes may take a few minutes to complete.

Highly Recommended to Leave ON

Cancel

Save



Student View

Marked as Complete



Course Content



Example Document



Folder of Perusall assignments

Started



Backward Design Process - Full video

This sample shows how video annotation works. Bonus:



Progress Tracking View by Student

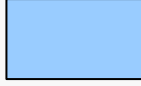


Last access: 12/3/23, 12:18 AM

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



Progress Tracking View by Content Item

Module 10 Content
Visible to students

Review for Synchronous Session
Visible to students

Review for In-person Session
Visible to students

Review Content
Visible to students

- Edit
- Student Progress**
- Delete



Student Specific Progress For Item

Review for In-person Session

Content **Student Progress**

Progress Summary



Q Search by student name Progress Status: All

<input type="checkbox"/> Student Name ↑	Progress Status ↓
<input type="checkbox"/>	Marked complete 11/28/23, 4:21 PM
<input type="checkbox"/>	Unopened
<input type="checkbox"/>	Unopened
<input type="checkbox"/>	Started 11/29/23, 5:48 AM
<input type="checkbox"/>	Unopened
<input type="checkbox"/>	Unopened
<input type="checkbox"/>	Marked complete 11/29/23, 4:43 PM

Student opened and marked Complete →

Student opened →

Student has not opened →



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

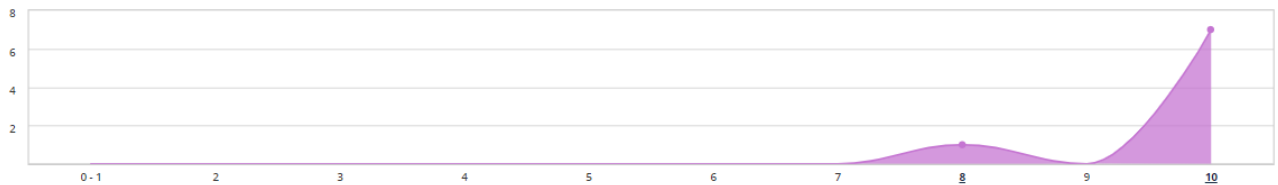
9 days

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

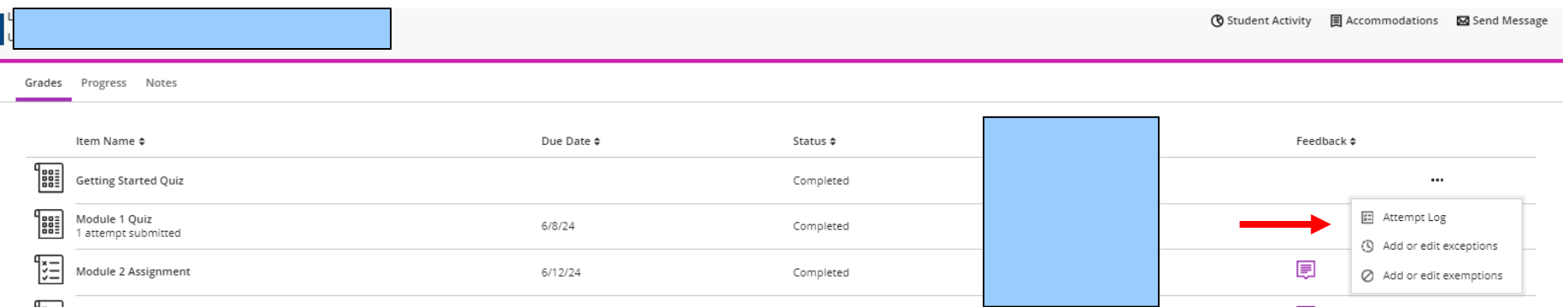


The screenshot shows a table of submission attempts. A large blue rectangular area obscures the main content of the table. To the right of the table, a context menu is open for a row labeled 'Posted'. A red arrow points from the blue area to the 'Attempt Log' option in the menu. The menu options are: Feedback & Notes, Attempt Log, Add or edit exceptions, and Add or edit exemptions.

Accessed from Submissions page for the Test



Attempt Logs



The screenshot shows a gradebook interface with a table of items. A blue box highlights the 'Attempt Log' option in a dropdown menu that appears when the three-dot menu for the 'Module 1 Quiz' is clicked. A red arrow points from the three-dot menu to the 'Attempt Log' option.

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

Accessed from Student Specific page in Gradebook



Student Attempt Information

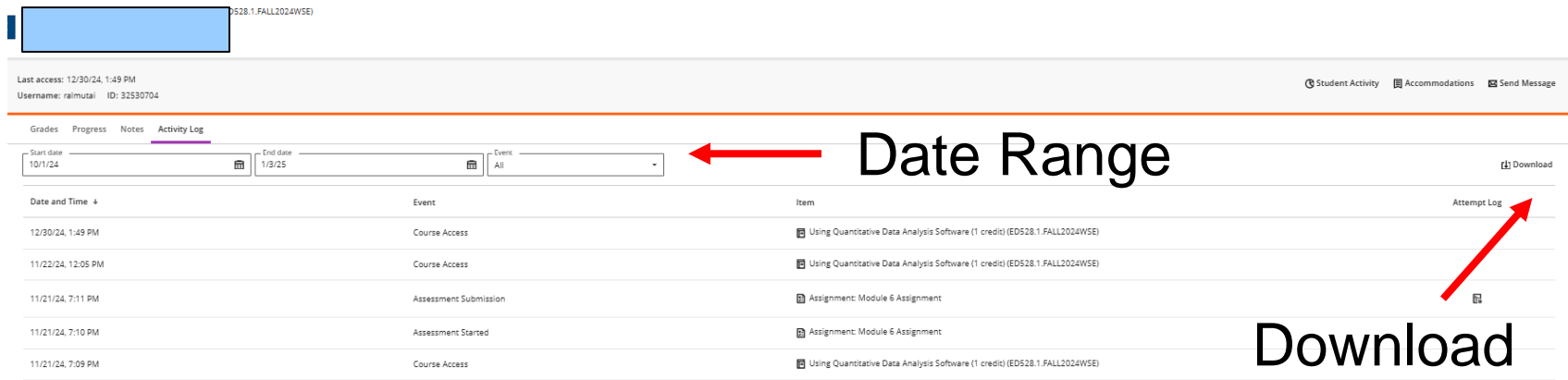
Module 1 Quiz

Attempt time: 0:04:53 Submission receipt: 09805E1A22FC41379C74FE881CDDDA3D

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



Detailed Student Activity



The screenshot shows a student activity log for course ED528.1.FALL2024WSE. The interface includes a header with user information (Last access: 12/30/24, 1:49 PM; Username: ralmutal; ID: 32530704) and navigation links (Student Activity, Accommodations, Send Message). Below the header is a filter section with tabs for Grades, Progress, Notes, and Activity Log. The Activity Log tab is active, showing a table with columns for Date and Time, Event, Item, and Attempt Log. A red arrow points to the 'Date Range' filter, which is set to start on 10/1/24 and end on 1/31/25. Another red arrow points to a 'Download' button in the top right corner of the table. The table contains five rows of activity data.

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.

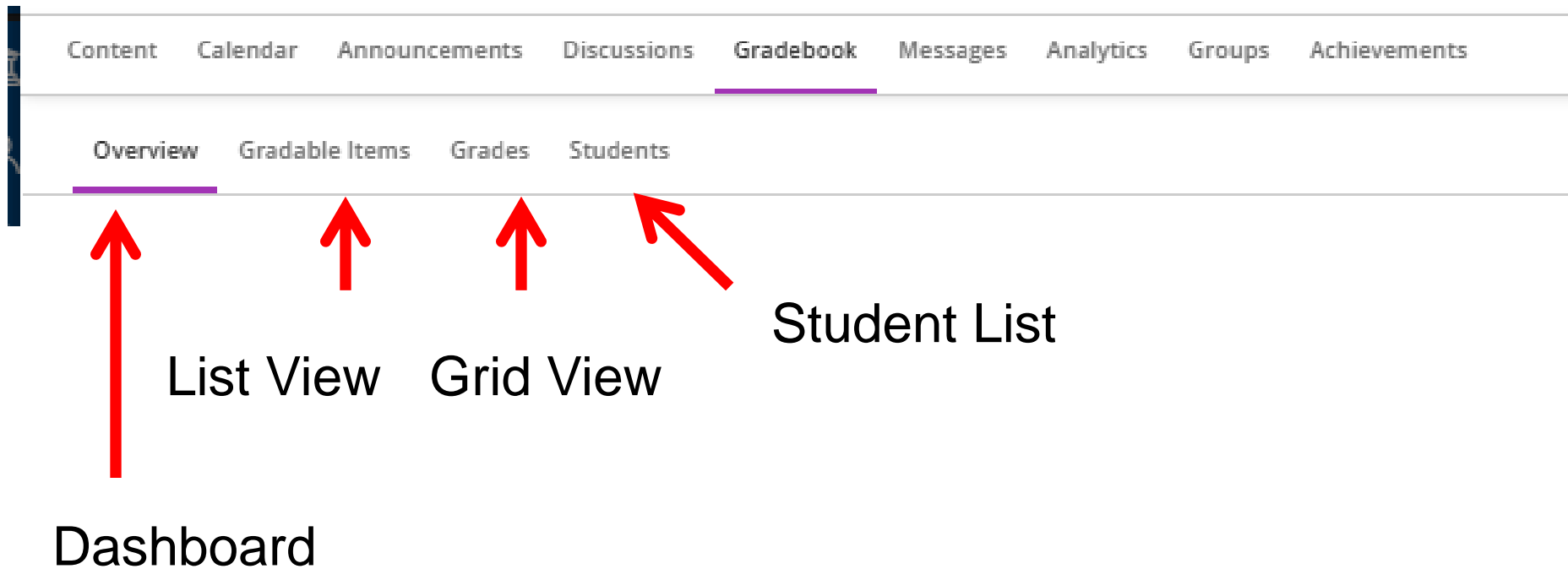
The student activity log can be filtered by event type and can look to the past 140 days. The log can take up to 20 minutes to update from the last time a student performs an action.





GRADING





Different Grading Views









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 Gradable Item List

	Assignment 2 3 missing 2 of 5 submitted	7/14/23, 12:00 AM	1 to grade
	Assignment 3 5 missing 0 of 5 submitted	7/21/23, 12:00 AM	✔ Complete
	Assignment 4 5 missing 0 of 5 submitted	7/28/23, 12:00 AM	✔ Complete
	Adaptive Release assignment 4 missing 1 of 5 submitted	7/7/23, 12:00 AM	⊕ 1 to grade
	Assignment in LM 4 missing 1 of 5 submitted	7/14/23, 12:00 AM	1 to grade
	sample word count 5 missing 0 of 5 submitted	10/28/23, 2:41 PM	✔ Complete



Needs Grading From Grid View

Students ⇅	Assignment 1 ⇅	Assignment 2 ⇅	Assignment 3
	100 points	100 points	100 p
5 Students	Complete	1 Graded 1 Posted	0 Graded
	0 Automatic zero	-	-
	0 Automatic zero	-	-
	80 Posted	New Submission	-- / 100
	75 Posted	New Submission	

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



Non-Blackboard Tools

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



Add Grade

The screenshot displays a Blackboard assessment submission interface. At the top left, the student's name is redacted with a blue box, and their ID is 31718974. The submission date and time are 4/23/24, 12:41 PM. A submission receipt ID is also visible. The assessment content is 'T-L-Final-Paper.docx'. A notification bar states: 'The conversion process may have changed the spacing in this submission. You can still download the original file.' The main content area is a document viewer showing page 1 of 5. On the right sidebar, the 'Overall Feedback' section is expanded, showing a 'Text feedback' box with the text 'Text feedback'. Below this, there is a 'Grading Rubric' section and a 'Submission' summary showing a score of 10/10 out of a maximum of 10 points. A 'Show descriptions' toggle is at the bottom of the sidebar. A red box highlights the score '10 / 10' and the 'Posted' status in the top right corner.

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



SUBMITTED 4/23/24, 12:41 PM
SUBMISSION RECEIPT: CSC8ABD4E430404E97992DD11DA598F



10 / 10 Posted





Regrading Auto Zero Scores with Rubric

Must click this to
start the grade
override process



 Overall Feedback 

 Grading Rubric 

Submission 0 / 15 
Maximum Score: 15 points

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



Audience Defined
25% of total grade

0.37

Excellent	0.5
Satisfactory	0.38
New Level	0.25
Poor	0

Overall Feedback

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

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](#) ←

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"/>	 [Redacted]	Entry made	1 to post	2 / 2	Post 1 grade ←
<input type="checkbox"/>	 [Redacted]	Entry made	1 to post	2 / 2	Post 1 grade ...
<input type="checkbox"/>	 [Redacted]	Entry made	1 to post	2 / 2	Post 1 grade ...

[Redacted]



Reminder - Automatic Posting

Access from
Gear Settings
on Assignment
or Test



Delegated Grading

Assessment grade

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










Grid View

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



Additional Attempts for One Student

	Module 5 Assignment (Late)	11/13/23	Completed	 20 / 25		...
	Module 6 Assignment	11/19/23	Module 6 Assignment		 Add or edit exceptions	 Add or edit exemptions

Selected student

Assessment due date

11/19/23 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

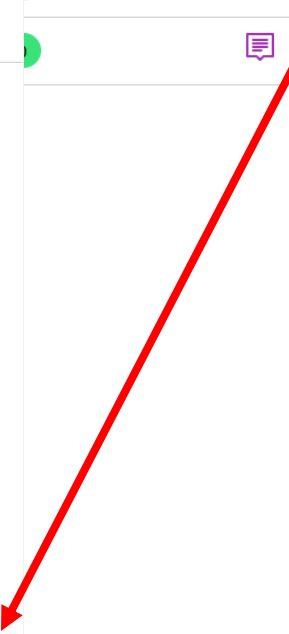
Hide after

Date Time

Attempts allowed

1

 Your student will not be able to make any further submissions.



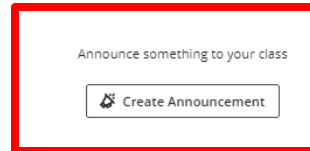
Accessed from the Page
about the Specific
Student



POST/SEND ANNOUNCEMENTS



Add an Announcement



Create the Announcement

* Title

* Recipients

All course members (10) ▼

* Message

A · **T** · **AA** · **🗑️** · **B** *I* U · **⋮** · **📧** · **☰** · **🔍** · **↶** · **🗑️** · **🔗** · **📎** · **🖼️** · **🕒** · **📺**

This is my announcement

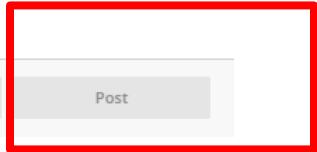
Word count: 4

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.

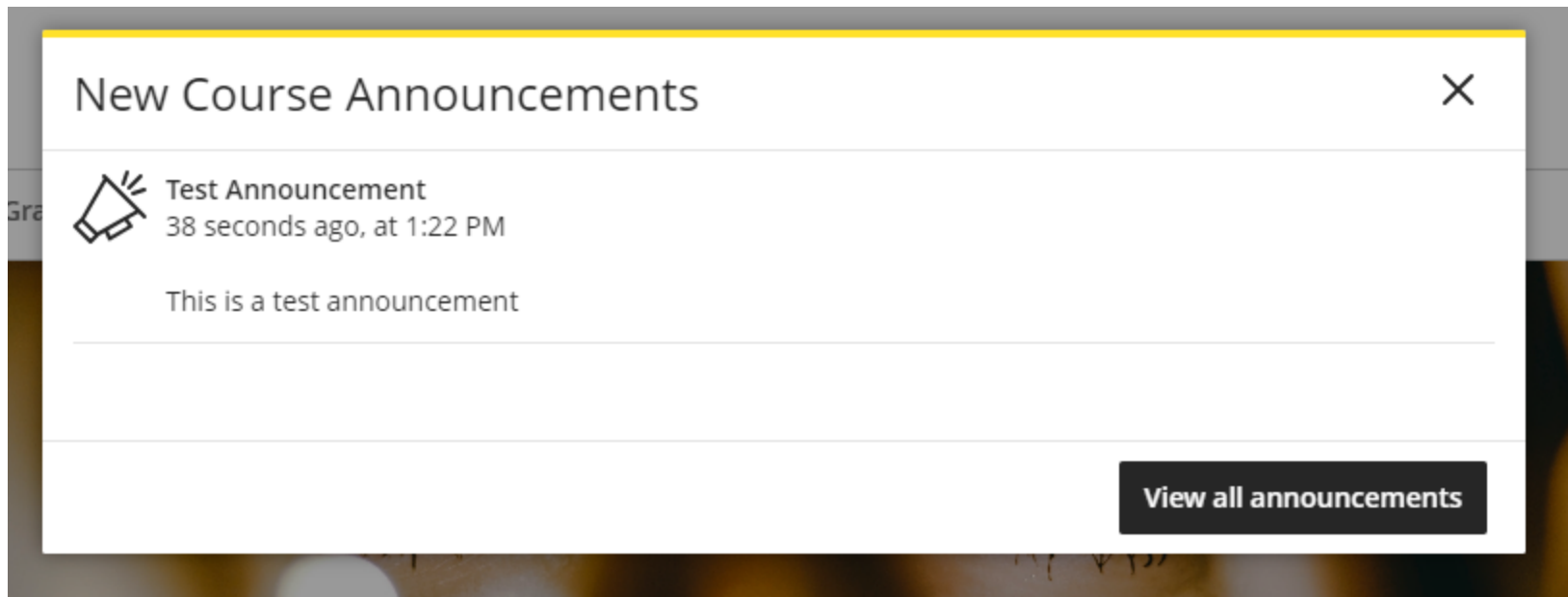
Schedule announcement
You can't select a display date in the future if you send an email copy

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.
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



Scheduled Announcement

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

Show on

12/27/23



1:25 PM



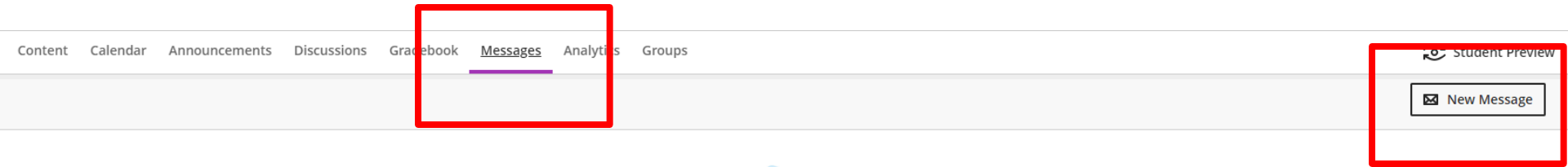
Hide on



MESSAGE STUDENTS



Send Messages



View messages for your course here.

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



Compose Message

One or More Students


Recipients

 Please add at least one recipient

Send an email copy to recipients

Allow replies to this message

* Message



Type a message








Choose Recipients

Recipients

Enter course member or group

Type name or choose from list

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



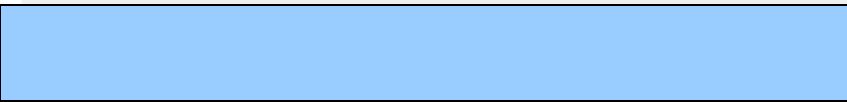
Individual Message from Student List

Gradable Items **Students**

Q Search ⓘ

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

Full Name ↑ Student ID ↓ Username ↓ Last Access ↓ Overall Grade ↓

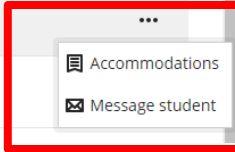


12/22/23, 3:27 PM

117 / 130

11/17/23, 11:39 AM

122 / 130

A red-bordered box highlights a dropdown menu for a student. The menu is open, showing two options: "Accommodations" with a document icon and "Message student" with an envelope icon. A three-dot menu icon is visible at the top of the dropdown.

- 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	 ...
 <u>Module 2 Assignment</u>	10/30/23	Completed	21 / 25	 ...
 Module 3 Assignment	11/3/23	Completed	21 / 25	 ...
 Module 4 Assignment	11/8/23	Completed	15 / 15	 ...
 Module 5 Assignment (Late)	11/13/23	Completed	20 / 25	 ...
 Module 6 Assignment	11/19/23	Completed	30 / 30	 ...



History of Messages

Course Messages



12/2/23, 8:27 PM



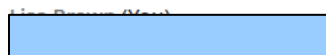
Yes it did, responding to your comment! Thank you again for your help in this process. Have a wonderful w...



11/20/23, 10:43 AM



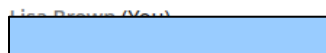
Yes. I got it. Graded it this morning!



11/17/23, 9:43 AM



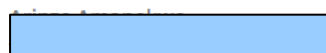
the last module uses a new dataset. but at some point, I would recommend making the changes to modul...



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.




Change Message Settings



 Course Settings

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

 Student Preview



Messages

Course Tools

Class Roster

Students can view class roster.

Messages

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

Messages Options

- Students can message anyone in their course
- Students can only message staff and students in their groups
- Students can only message staff
- Students can only reply to messages

Turn messages OFF



Who can students message



Messages Off, Reverts to Email

Course Tools

Class Roster

Students can view class roster.

Messages

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



Changes to Course

Messages no Longer on Menu

Content

Calendar

Announcements

Discussions

Gradebook

Analytics

Groups



Instructor Email to Student

From Gradebook – Students page

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

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

From Roster – Student Card

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

Test Ultra Course - Lisa 2023

Current Grade [Redacted]

Student Activity Accommodations Send Message



Student Email to Instructor

Course Faculty



Lisa Brown

INSTRUCTOR



Students Can Send Email to Instructor

Recipients

Lisa Brown

Recipients will receive this message as an email.

* Message

Type a message

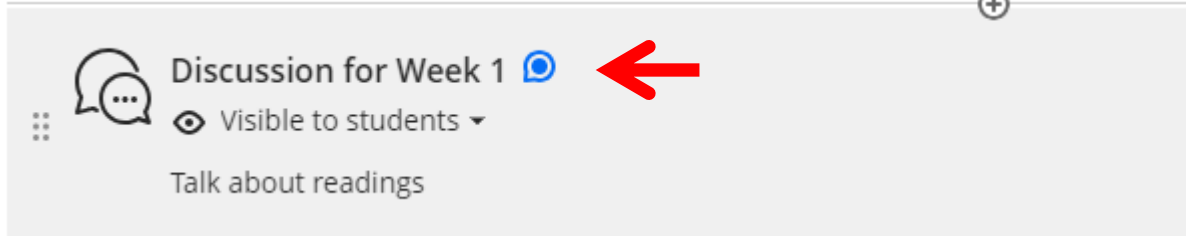




GET NOTIFICATIONS



Discussion

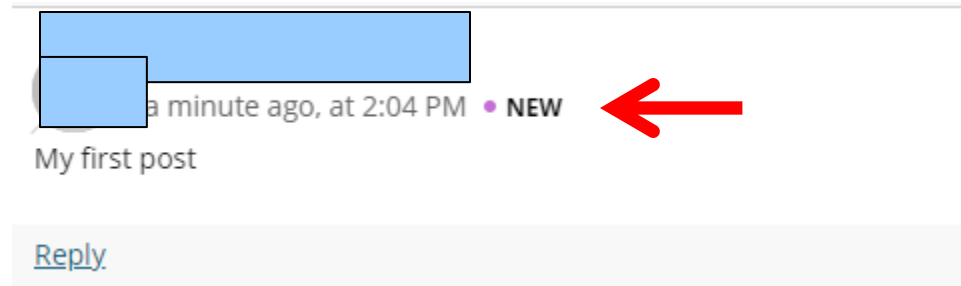
New Posts Indicator






Discussion for Week 1  

Visible to students ▾

Talk about readings




 a minute ago, at 2:04 PM • **NEW** 



My first post



[Reply](#)




Journal






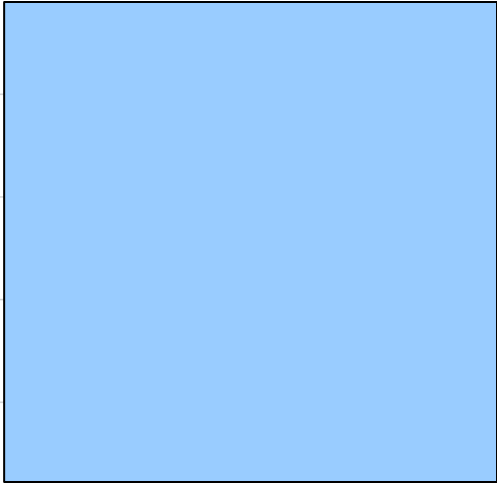
New Posts Indicator


Weekly Journal  

  Visible to students ▾

Weekly written journal



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








Setup Email Notifications

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

 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

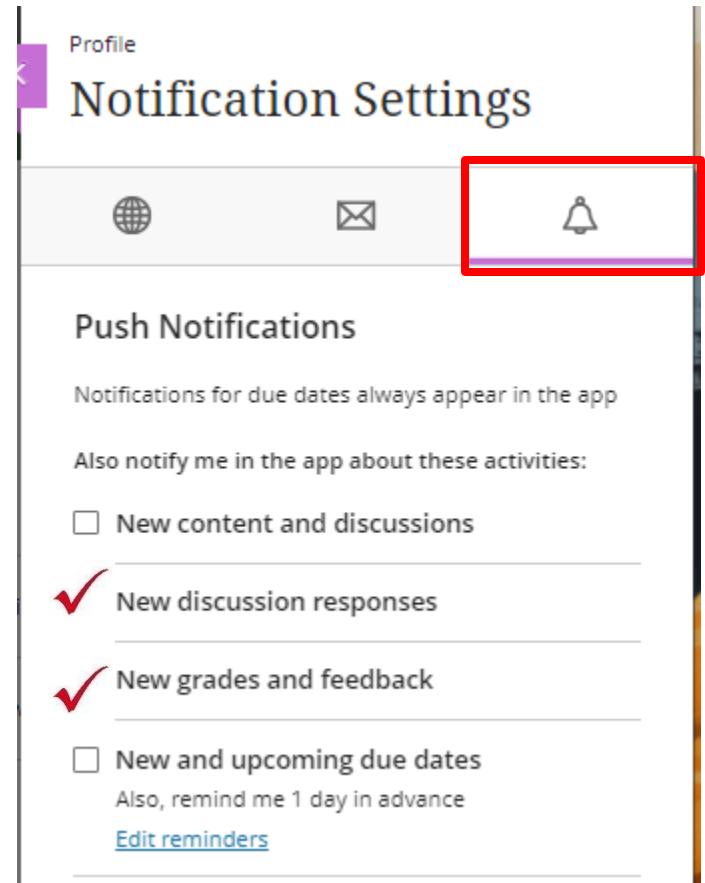
[New entry in Reflection Journal \(M8\)](#) from [redacted]

Online Teaching and Learning (EDE484.1.FALL2023WSE) (EDE484.1.FALL2023WSE)



Setup Push Notifications

Tip
Turn on Push Notifications

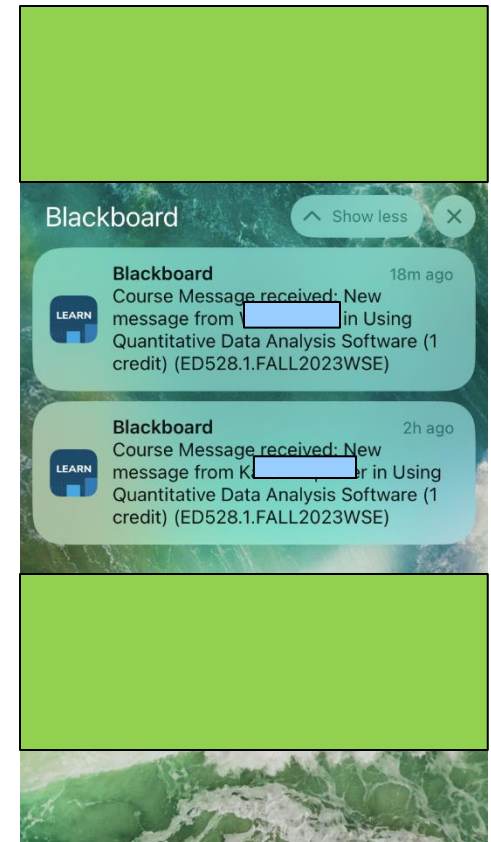


Mobile App Notifications

Tip

Log in to the Mobile App

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



LAST CHANCE ITEMS



Make Sure this is Visible to Students!

Course Content



Important - Read This! About Blackboard Ultra

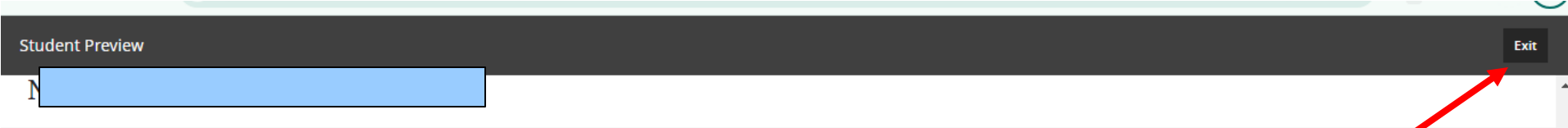
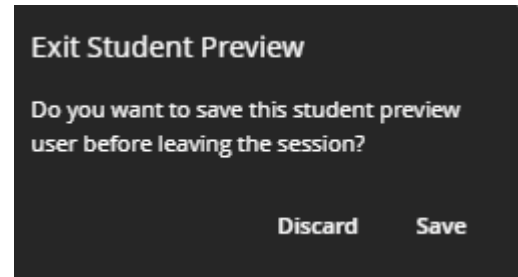
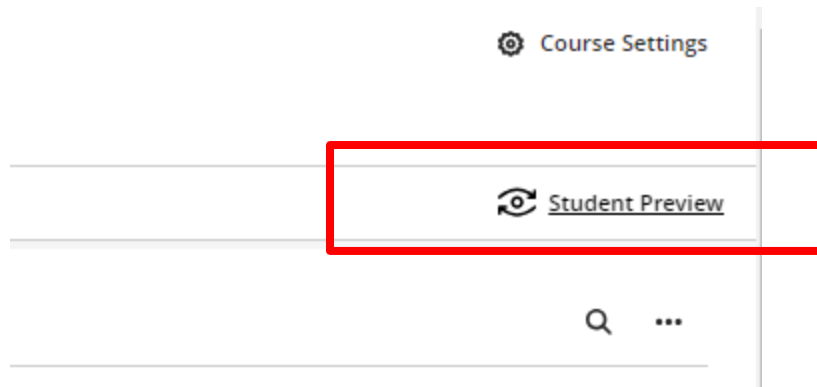
Visible to students ▾



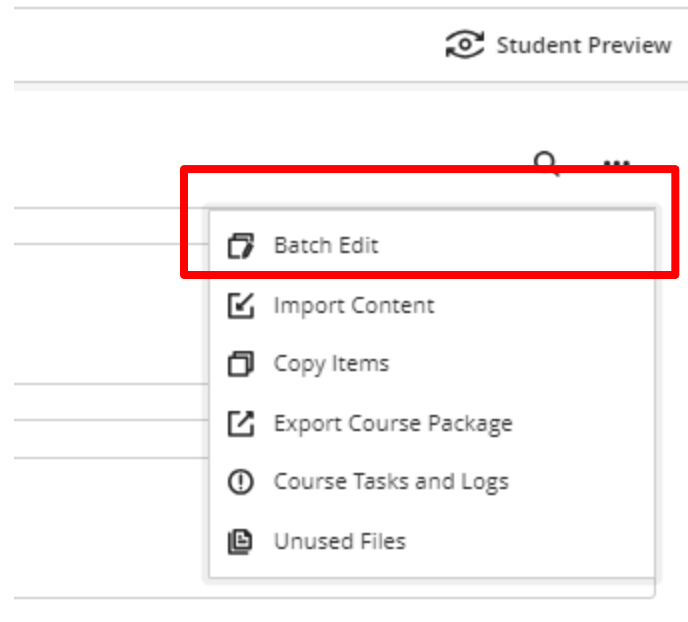
This is a series of Help web pages and videos for students about how to use Ultra!



Student Preview



Batch Edit



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	--	📅

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

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

📅 Edit dates 🔒 Edit visibility 🗑 Delete items ?



Edit Dates or Visibility

Edit Dates

Edit Type

- Change dates based on course start ▲
- Change dates by number of days
- Change dates based on course start**
- Change to specific date and/or time

Current start date required

New start date

6/21/24

Cancel Edit Dates

Edit Visibility Setting

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

Hidden from students

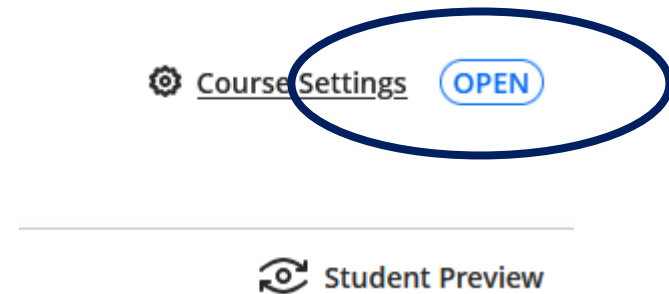
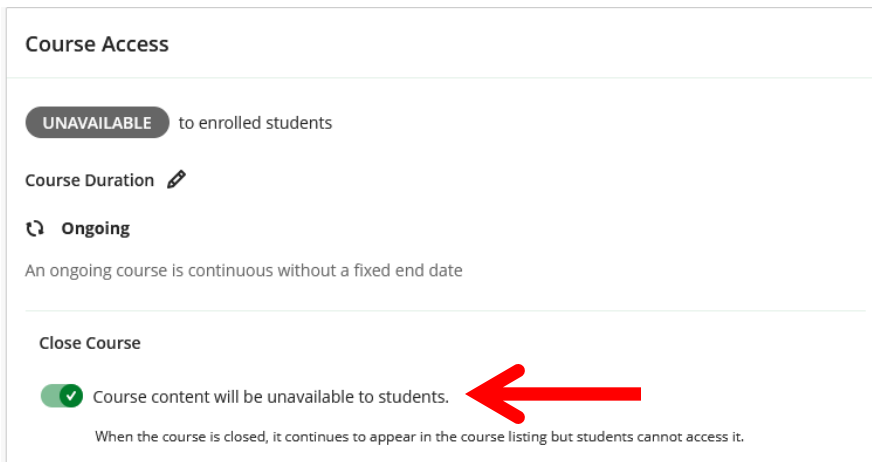
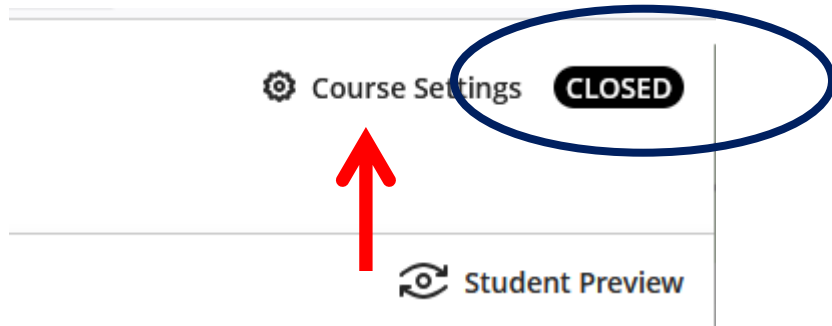
Visible to students

Cancel Save Visibility

Recommend Quickly Course Tools for Due Dates!



Make course OPEN



This is NOT QWICKLY

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](#)



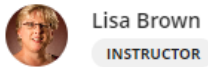
Question Banks

[Manage banks](#)



User List in Course

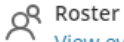
Course Faculty



Lisa Brown

INSTRUCTOR

Details & Actions



Roster

[View everyone in your course](#)



Progress Tracking ⓘ

[Turn off](#)



Course Image

[Edit display settings](#)



Course is private

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



Attendance

[Mark attendance](#)



Books & Tools

[View course & institution tools](#)



Question Banks

[Manage banks](#)

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

Roster Visible to students + 🔍

All course members (6) ▾

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



Add Users

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

Enroll People

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

Type a name to find and enroll

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

eric

Search results for 'eric' showing a list of users with profile pictures, names, and enrollment status. A red arrow points from the search input on the left to the search bar on the right.

- User 1: Profile picture, name obscured by a blue box, enrollment status (+).
- User 2: Profile picture, name obscured by a blue box, enrollment status (+).
- User 3: Profile picture, name obscured by a blue box, enrollment status (+).
- User 4: Profile picture, name obscured by a blue box, enrollment status (+).
- User 5: Profile picture, name obscured by a blue box, enrollment status (+).

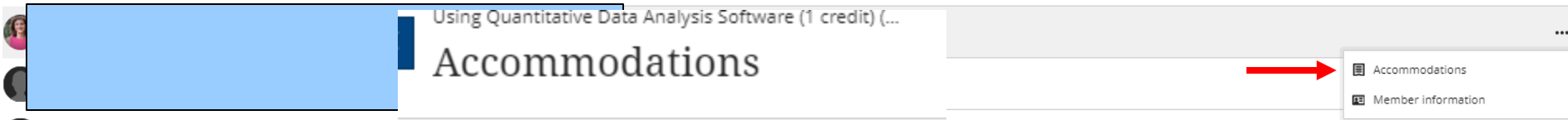
A modal window is open over the second user, showing a dropdown menu with 'Student' selected and a green checkmark in the top right corner.

Cancel

Save



Accommodations



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



- Time limit accommodation**
Students with a time limit accommodation have more time to finish their work during timed assessments.
- Custom percentage
Set the extra time percentage
- Unlimited time

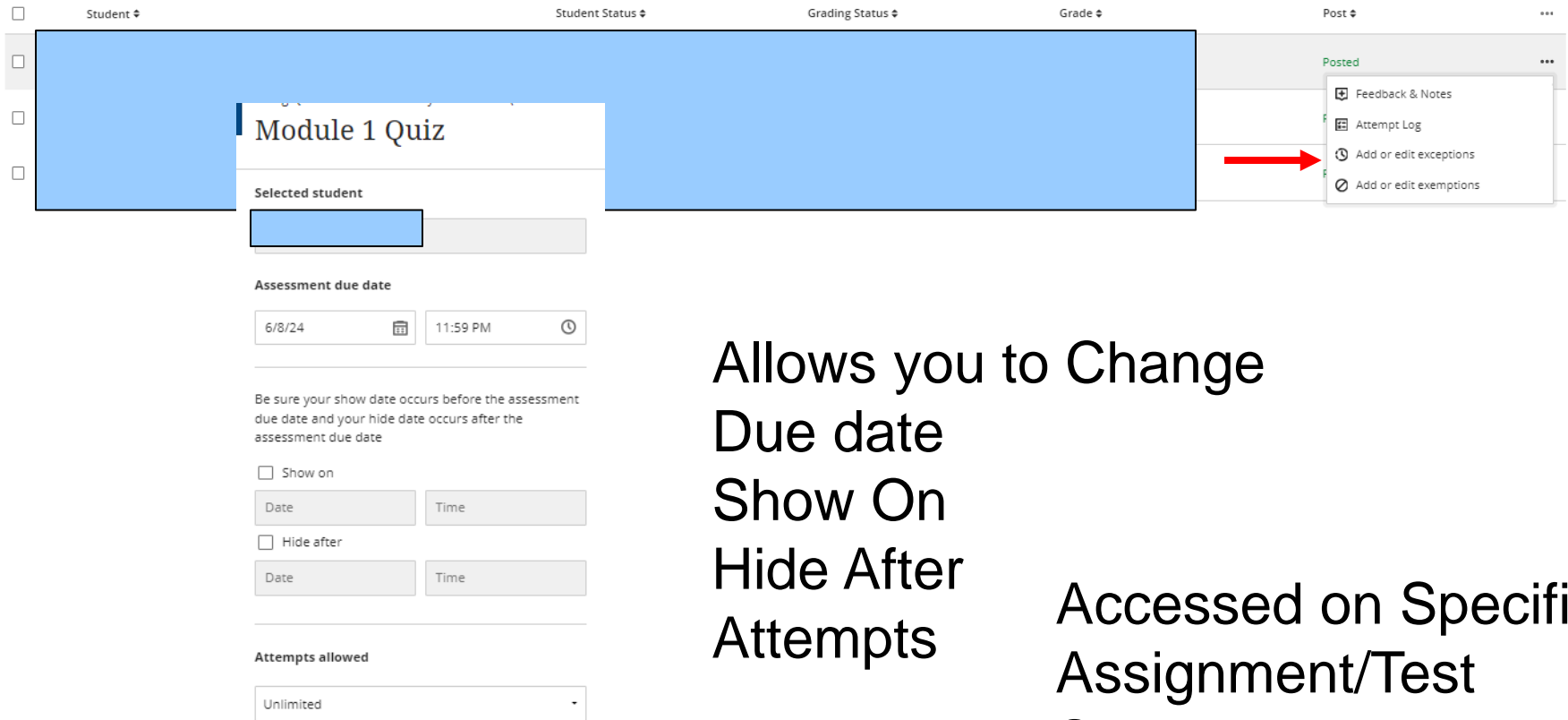
For Timed
Assignments/Tests

Set additional or
unlimited time

Accessed from Roster



Exceptions/Exemptions



The screenshot displays a Blackboard LMS interface for a 'Module 1 Quiz'. The top navigation bar includes 'Student', 'Student Status', 'Grading Status', 'Grade', 'Post', and a menu icon. The main content area shows the quiz details, including the title 'Module 1 Quiz', a 'Selected student' field, and the 'Assessment due date' set to 6/8/24 at 11:59 PM. Below this, there are sections for 'Show on' and 'Hide after' with date and time pickers, and an 'Attempts allowed' dropdown set to 'Unlimited'. A red arrow points from the 'Add or edit exceptions' option in the 'Post' dropdown menu to the 'Add or edit exceptions' option in the quiz's context menu.

Allows you to Change
Due date
Show On
Hide After
Attempts

Accessed on Specific
Assignment/Test
Submissions page



QUESTIONS?

