Grading and Gradebook in Ultra

# Setting Up Grading on Assignments in Editing Pane

* Due dates: This is not a required field
* Number of submissions: If you set this above 1 attempt, you need to make sure you are recording the correct attempt in your gradebook
* “Grade using”: you can grade using points, a grade, or complete/incomplete
* “Formative”: useful tag, but meaningless on its own. If you don’t want assignments to count for the final grade, you need to make that change in the gradebook setup
* Choosing a category: this is critical! Speeds setting up your grades later.
* Post automatically?: We recommend you post automatically unless you have a clear reason not to
* Automatic 0’s?: This can be toggled on and off or turned on later in the term.

# Grading Submitted Work (in “gradable items” view)

* Finding work to be graded: The easiest way is in the “gradable items” view most of the time. Sort by work that needs to be graded.
* Sending late work reminders: You can set this up in the gradebook setup area. Students can receive reminders if they haven’t logged in or if their grade is low.
* Posting graded work: Remember to click “post” for the grades if you’ve set them up to require posting.
* Sorting submitted work: you can sort by needs grading per assignment, and assignments and tests can be graded by student, by question, or both/either. Date sorting is coming soon.
* Discussion board AI assistance: AI will provide you an overview of student postings to your discussion boards.
* Adding feedback (written and video): Must be in Chrome or Edge to have this work well. Video feedback will use your system camera and mic, and you don’t have a way to select a different camera or mic. These are automatically captioned by AI.

# Setting up gradebook

* Manage grade schemas: Default schema has an A+ grade in it. You may want to create a different schema. You can use words instead of grades if you like.
* Alerting struggling students: You can set up automatic notifications for low grades and/or lags in logging in.
* Categories: You can add new categories if you like, and that can be really helpful, especially if you have work that uses the tools but doesn’t count toward a grade.
* Setting up overall grade: This must be done, and you can do it at any point. Choose between points and weighted grades.
* “as you go” or “always your final grade”: System defaults to showing students their grade out of the points currently awarded. At the end of the term, you should go back to gradebook setup and change that setting (it’s just a check in a box) so it’s figuring the grade out of total possible points.
* Organize and create rubrics: You can delete old rubrics, add rubrics centrally, and edit rubrics from the gradebook edit pane.

# Gradebook Views

* Student view
	+ Communication: Easy to send messages to students who are falling behind.
	+ Accommodations: Set up date and time limit accommodations per student.
* Grid view
	+ What does 100 mean?: The overall grade, even for “points” shows as a percentage grade, so the “total points” always shows as 100 possible, which some people don’t like. If you don’t like this, add a total column.
	+ Adding a total column: click the + between the columns that you want to flank the total column, and choose it.
	+ Adding other columns: Same process as above. You can add any kind of column.
	+ Finding an assignment quickly (search): In large gradebooks, search for particular assignments and the individual column will be provided.