

Understanding Gradebook Settings

Published 11/2/2022 by [Anh Lam](#)

In your course Gradebook, you can customize the settings to fit your grading methods.

You can customize the following in your Gradebook Settings:

- Grade schema
- Student performance
- Automatic zeros
- Overall grades
- Grade categories
- Course rubrics
- Overall grade notations

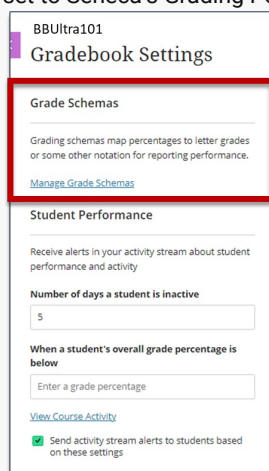
Editing Gradebook Settings

1. Select **Gradebook**.
2. Select the **gear icon**. The Gradebook Settings panel is displayed.

Understanding Gradebook Settings

Grade Schema

Grading Schema refers to the conversion of percentage grades to letter grades. **Note:** Do not change the Grade Schemas as it is set to Seneca's Grading Policy by default. Please review [Seneca's Grading Policy](#) for more information.



BBUltra101
Gradebook Settings

Grade Schemas

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

[Manage Grade Schemas](#)

Student Performance

Receive alerts in your activity stream about student performance and activity

Number of days a student is inactive

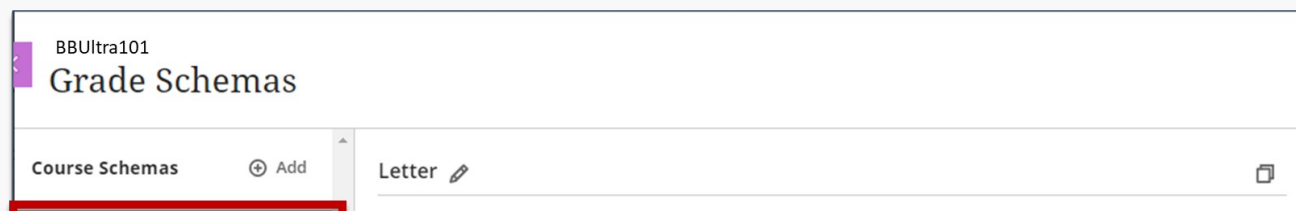
5

When a student's overall grade percentage is below

Enter a grade percentage

[View Course Activity](#)

☒ Send activity stream alerts to students based on these settings



BBUltra101
Grade Schemas

Course Schemas	
Letter	

+ Add

Copy

Letter	Grade Name	Grade Range %
	A+	90% and 100% ***
	A	80% and less than 90% ***
	B+	75% and less than 80% ***
	B	70% and less than 75% ***
	C+	65% and less than 70% ***
	C	60% and less than 65% ***
	D+	55% and less than 60% ***
	D	50% and less than 55% ***
	F	0% and less than 50% ***

Student Performance

Adjust the activity performance criteria (such as day of inactivity or limit percentage grade) required to receive alerts in your activity stream. An alert will be sent to students based on these settings.

BBUltra101
Gradebook Settings

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

Student Performance
Receive alerts in your activity stream about student performance and activity
Number of days a student is inactive

When a student's overall grade percentage is below

[View Course Activity](#)
☒ Send activity stream alerts to students based on these settings

Automatic Zeros

Automatic zeros are assigned to students for submitting late work by default. Students can still submit work after an automatic zero is assigned. You can disable this feature in Gradebook settings by deselecting **Assign automatic zeros for past due work**.

The automatic zero settings apply to these graded items:

- Assignments and group assignments
- Tests and group tests
- Graded individual and group discussions

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

Set up overall grade

Overall Grade

In Gradebook, you can set up the Overall Grade. The Overall Grade is a calculated item that you build to show students a running tally of all the items that you grade and post. To set up your overall grade, please see the [Setting Up the Overall Grade \(Weighted Total\)](#) article.

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

Set up overall grade

Overall Grade

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

Grade Categories


Grade Categories allow you to organize and categorize assessments into categories. They are needed if you are trying to drop the lowest quiz grade, and can be handy for setting up your course's overall grade or changing assessment icons.


Grade Categories


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

Add New Category


Journal

Assignment


Test


Discussion

Exam

Homework

Presentation

Quiz


Attendance


See the articles [Using Gradebook Categories](#) , [Dropping the Lowest Quiz Grade](#) , and [Setting Up the Overall Grade \(Weighted Total\)](#) for more information.

Course Rubrics

Course Rubrics

Create New Rubric

Assignment Rubric

Assignment Rubric 3/29/2...

Create, edit or duplicate Course Rubrics used when grading assessments.

See then articles [Creating a Rubric](#) , [Managing Rubrics](#) , and [Attaching a Rubric to an Assessment](#) for more information.

Grade Notation

Override a student's Overall Grade with a notation that falls outside the course Grade Schema. For example, you can create a Grade Notation "DC" that stands for Dropped Course, to represent when a student has dropped a course.


Overall Grade Notations

You can override a student's overall grade with notations that fall outside the course grade schema.

Add Overall Grade Notation

DC

Dropped Course.

Student A

DC

Notes

Currently, you cannot exempt individual students from assessments.

Work around:

A grade that is ungraded, (denoted by a double dash in the student's grade "--" for that assignment) is not counted towards their total. By leaving an assignment's grade as a double dash, the student can be exempt.

- If an assignment is already graded, you can delete the grade so that the cell is in its ungraded status.
- If an assignment has an automatic 0 applied, you may need to change the grade first, then delete the grade as above to get the cell into the ungraded state.

How did you find this article? Use the like button below if you found this article helpful.

tags : blackboard-ultra, editing-gradebook-settings, gradebook-settings, grading, grading-in-ultra, ultra