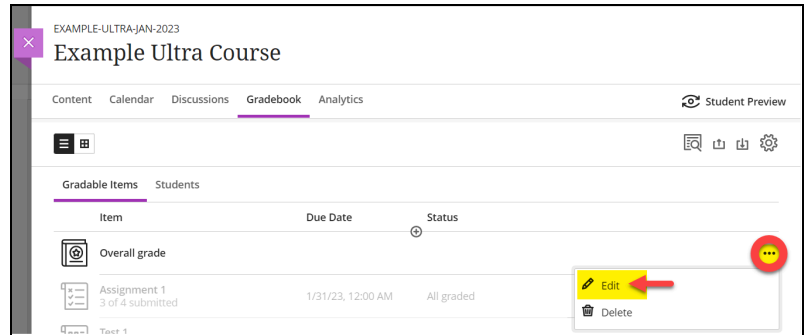


Excluding a Column from the Overall Grade

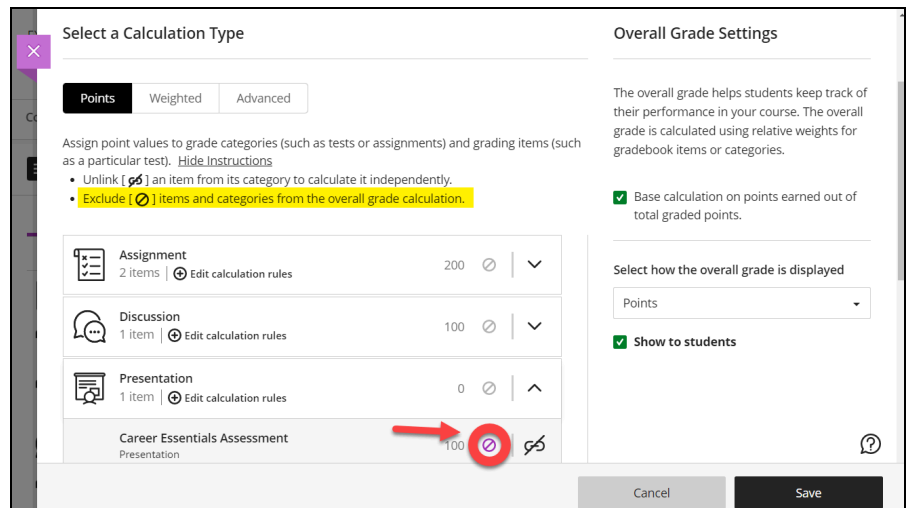
Blackboard Ultra

Faculty may exclude columns from the Ultra Course Gradebook so that they do not impact the Overall Grade. These instructions assume that you have already configured an Overall Grade column.

1. In the Ultra Course, navigate to the **GRADEBOOK**. Locate the **OVERALL GRADE COLUMN**. Click on the ... icon for the column and select **EDIT**.



2. On the calculation settings page that appears, review the columns associated with the categories. **Click on the assessment's EXCLUDE icon.** The icon will turn purple to indicate that the assessment is excluded from calculations.



4. You will be taken back to the instructor view of the Gradebook.
5. The Overall Grade column will now exclude the noted column from each student's Overall Grade.

