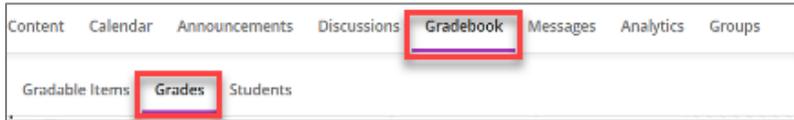


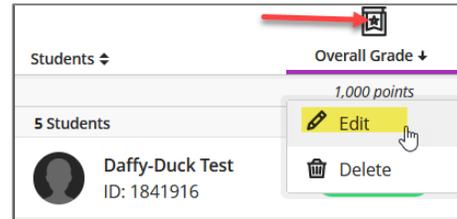
# How to set Overall Grade for ISD Grade Extract in Ultra course

Blackboard Ultra uses the **Overall Grade** column as 'external grade' to send student grade average to the ISD.

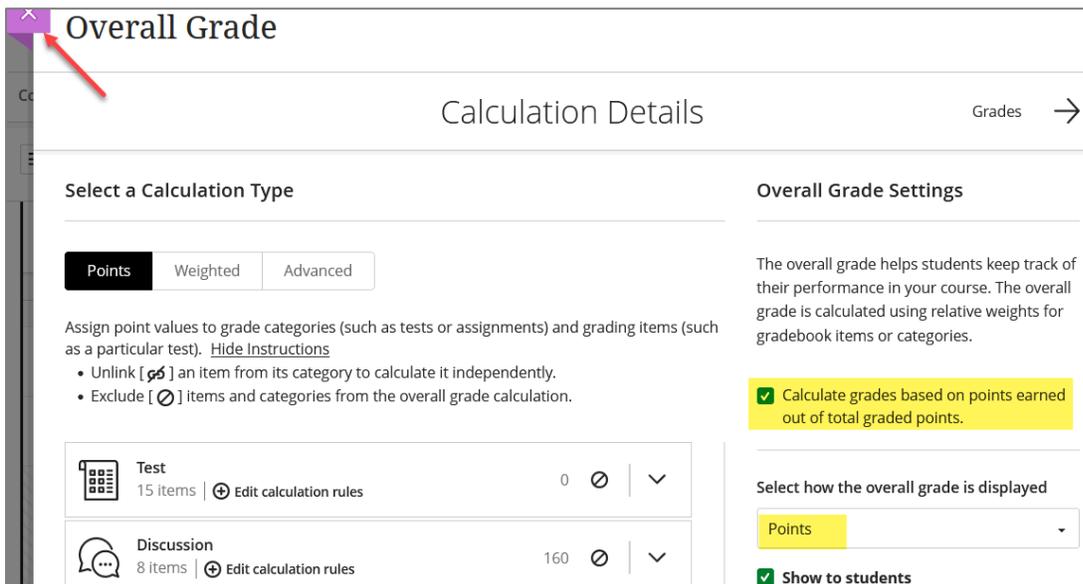
1. Navigate to 'Gradebook' page, click the 'Grades' view:



2. click on the 'Overall Grade' column, and click 'Edit':



3. Select 'Calculate grades based on points earned...' and display as 'Points', click Save, then exit:



4. On or before the grade submission date, navigate to the 'Gradebook' page and make sure that **all assignments, quizzes, and exams** in the grading period have been **graded and posted**. To ensure that the ISD Grade Extract pulls student grades correctly, a **'0'** must be entered for non-submitted work:

| Students +                          | Overall Grade ↓          | Lesson 1 Quiz ↓       | Lesson 2 Quiz ↓       | Lesson 1 Discus... ↓  | Lesson 2 Discus... ↓  | Lesson 3 Quiz ↓       | Lesson 3 Discus... ↓  |
|-------------------------------------|--------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 5 Students                          | 1,000 points<br>41 items | 30 points<br>Complete | 30 points<br>Complete | 20 points<br>Complete | 20 points<br>Complete | 30 points<br>Complete | 20 points<br>Complete |
| Tasmanian-Devil T...<br>ID: 1841913 | 925 / 1,000              | 30<br>Posted          | 20<br>Posted          | 20<br>Posted          | 0<br>Posted           | 30<br>Posted          | 20<br>Posted          |
| Pepe-Le-Pew Test<br>ID: 1841914     | 878 / 1,000              | 20<br>Posted          | 30<br>Posted          | 20<br>Posted          | 20<br>Posted          | 30<br>Posted          | 0<br>Posted           |

Note: Refer to the ISD grade schedules (sent by the High School team) for the grade submission dates.

For questions or assistance setting up the Overall Grade, please contact [de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu)