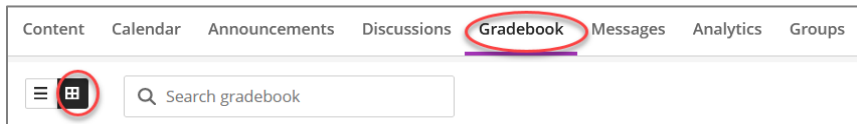


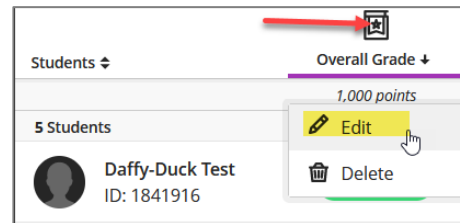
# How to set Overall Grade for ISD Grade Extract in Ultra course

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

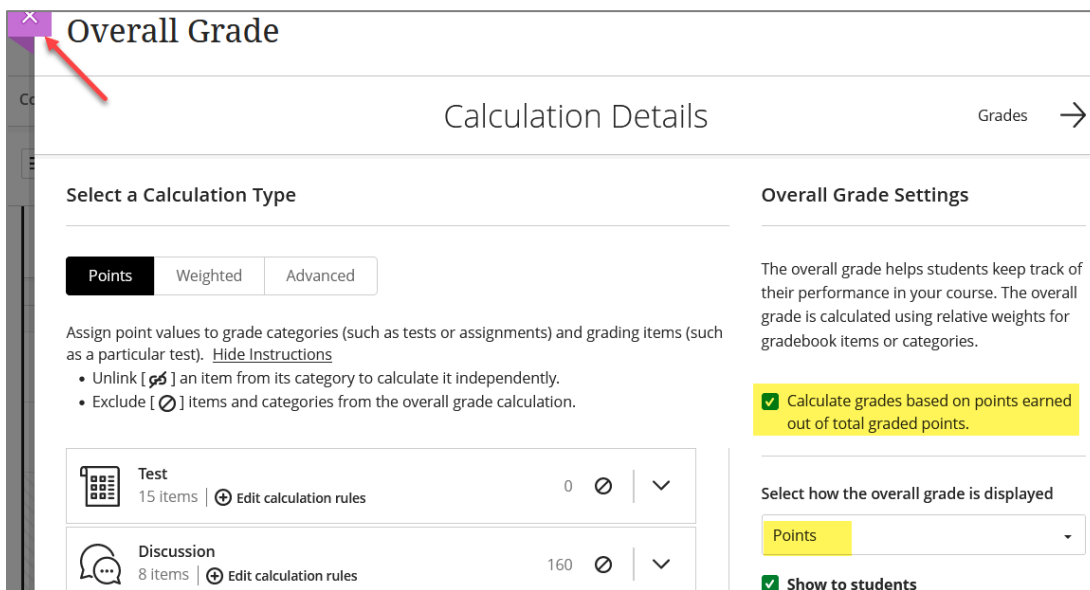
1. Navigate to 'Gradebook' page, click the 'grid' view:



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 41 items	30 points Complete	30 points Complete	20 points Complete	20 points Complete	30 points Complete	20 points Complete
Tasmanian-Devil T... ID: 1841913	925 / 1,000	30 Posted	20 Posted	20 Posted	0 Posted	30 Posted	20 Posted
Pepe-Le-Pew Test ID: 1841914	878 / 1,000	20 Posted	30 Posted	20 Posted	20 Posted	30 Posted	0 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)