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# **Enable Grading on a Collaborate Ultra Session**

#### Overview

This tutorial will explain how to **Enable Grading** on a Collaborate Ultra Session. Use the Enable Grading feature to provide participation credit or to check attendance.

### **Quick Steps**

Control Panel > Course Tools > Blackboard Collaborate Ultra > Session options > Edit settings

> Add a Grade Center Column > Set points

#### Step 1

To Enable Grading on a Collaborate Ultra Session, you must first access the Blackboard Collaborate Ultra page. The Blackboard Collaborate Ultra page can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then select the "Blackboard Collaborate Ultra" option [2].



## Step 2

From the Blackboard Collaborate Ultra page, open the Session options menu by clicking on the Session options icon following the session's title (the ellipses) [3].

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Blackboard Collaborate Ultra				
	Sessions			Ø
Course Room Unlocked (in progress)				
Create Session		Filter by	All Upcoming Sessions	Q
The Picture of Dorian Gray 6/12/18, 11:47 AM – 6/12/18, 12:47 PM (in progress)			e	
			Session op	tions

# Step 3

From the Session options menu, select "Edit settings" [4].

÷	Join session
9	Anonymous dial-in: 571-392-7650 PIN: 8358874801
Ø	Edit settings
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	View reports
Ŵ	Delete session
Ċ	Copy guest link

#### Step 4

Set the Add a grade column button to ON to automatically add a Grade Center column to the Grade Center when the session is over. A Grade Center column will not be created otherwise. Use the Points field to set the number of points you want to assign for this activity.

Grade Center Integration	1	
Add a grade column? (j)	ON	
	Points	20

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