

Enable Grading on a Collaborate Ultra Session

Overview

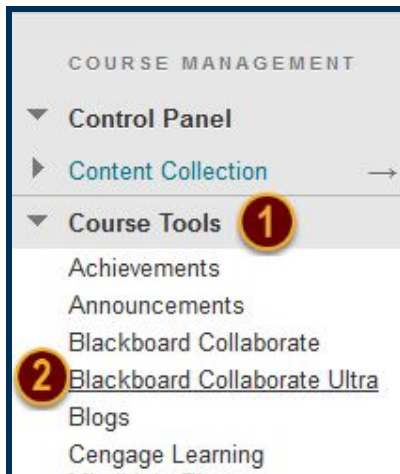
This tutorial will explain how to **Enable Grading** on a Collaborate Ultra Session. Use the Enable Grading feature to provide participation credit or to check attendance.

Quick Steps

Control Panel > Course Tools > Blackboard Collaborate Ultra > Session options > Edit settings
> Add a Grade Center Column > Set points

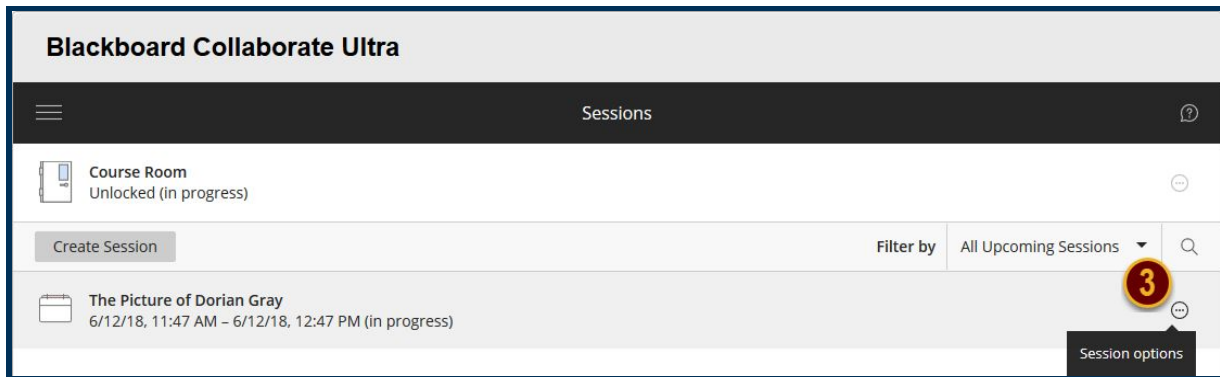
Step 1

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].



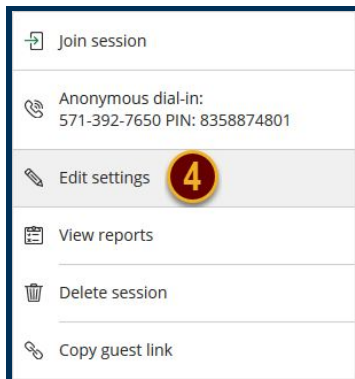
Step 2

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].



Step 3

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



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.

