

## Sage Vantage with Willo Labs Deep Linking Guide for Blackboard

This guide will walk you through the process of pairing Sage Vantage with your Blackboard course using Willo Labs. Once paired, you can create deep links to Vantage content and set up grade sync for any Vantage assignments you wish to include in your Blackboard gradebook.

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### Video Tutorials

Tutorial videos for Vantage and for using Vantage with your Blackboard course are available on the Vantage Technical Support website:

- [Sage Vantage Instructor Videos](#)

### Create a Vantage course

Before you can add deep links or grade sync items to your Blackboard course, you must create your Sage Vantage course.

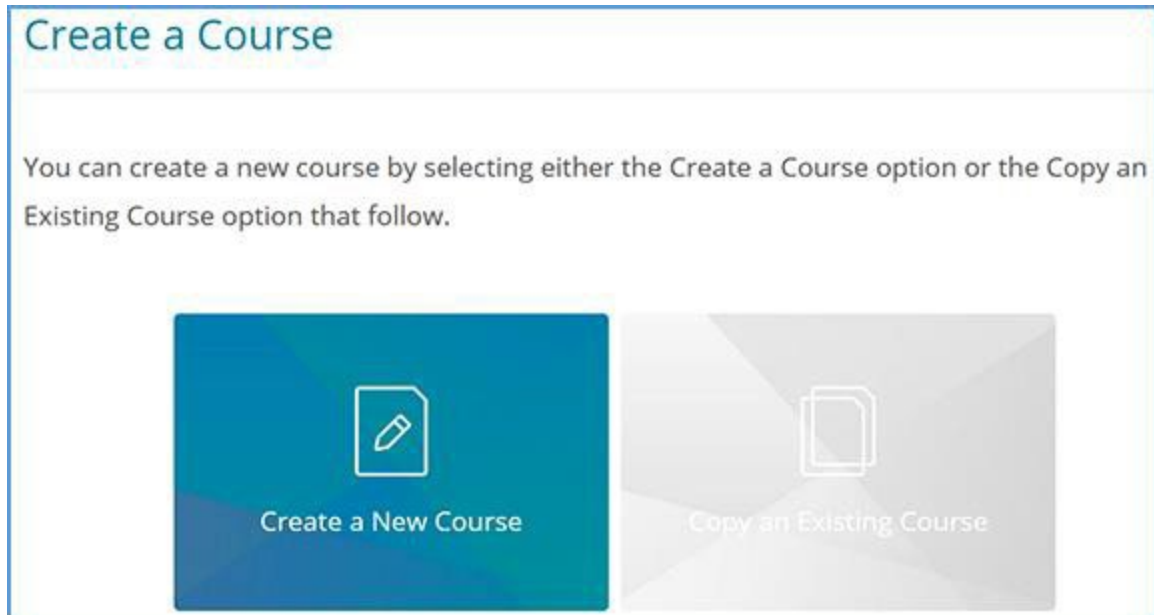
Visit <https://vantage.sagepub.com> to Login or Sign Up for Vantage. If you are not sure what your password is, you can click the "Forgot Password?" link to reset it.

### Create a New Course

If you have never created a Vantage course, when you first login you will be taken directly into

the course creation process. If you have created a course before, you can use the **Create Course** button at the top right of your My Courses Dashboard to create a new course.

1. Click **Create a New Course** to begin.



2. Complete the Course Information page (1. Enter Course Information). Mandatory fields are marked with an asterisk.
  - a. Select an Institution and Department. If you do not see your institution or department in the dropdowns, follow the directions on the right of the page to update your information.

## 1. Enter Course Information

Tell us a little bit about your course to get started. Mandatory fields are marked with an asterisk.

Select an Institution\* If your institution or department is not listed, please [click here](#) to update your SAGE profile or contact your SAGE Sales Rep.

SAGE Institution ▼

Select a Department\*

College Sales ▼

- b. Locate the title you wish to use. There are two ways to find it.

You can start typing to search by author or title.

Search for a title by author or title name  Browse for a title by discipline

Korgen ×

Social Problems, First Edition (2021) Maxine P. Atkinson, Kathleen Odell Korgen, Mary Nell Trautner

Sociology in Action, Second Edition (2021) Kathleen Odell Korgen, Maxine P. Atkinson

Our Social World, Seventh Edition (2020) Jeanne H. Ballantine, Keith A. Roberts, Kathleen Odell Korgen

(optional)

You can also search by discipline. Once you choose the discipline, you can further refine your search by choosing a Course Area. All titles available for the discipline and course area combination you select will display. Choose your title from the list.

Search for a title by author or title name
  Browse for a title by discipline

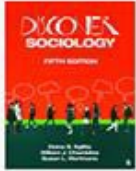
Select a Discipline

Sociology ▼

Select a Course Area

Introduction to Sociology ▼

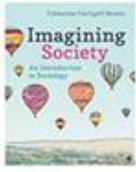
Select a Title\*



**Discover Sociology**

Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann

Fifth Edition | 2022



**Imagining Society: An Introduction to Sociology**

Catherine Corrigan-Brown

First Edition | 2021

- c. Complete the Course name, Section Name, Course Start and End dates, Time Zone, and Course Description fields. Section Name and Course Description are optional fields, but all other information is required.

Course Name\*

Sociology 9 / 150

Section Name

(optional)

Course Start Date\*      Course End Date\* 0 / 20

9/30/2021       12/31/2021

Course Time Zone\*

(UTC-05:00) Eastern Time (US & Canada) ▼

Course Description

(optional)

0 / 150

BACK
NEXT

- d. Click **Next** once you complete your course details.
3. On the next page (Choose Gradebook and Assignment Settings), default settings for your gradebook and assignments are selected. The images below show the default settings, but you can make changes based on the needs of your course.

#### 4. **Late Assignments**

Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

If you select "Do not accept late assignments", Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

#### 5. **Short Answers and Critical Thinking Checks**

Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.

#### 6. **Vantage Grade To Date**

You can choose to display or not the cumulative grade for all Vantage assignments assigned for a grade and for completion on the student dashboard and the percentage of what Vantage is worth in your overall grade.

## Gradebook Settings

### Late Assignments

Selecting "Accept late assignments" will display grades for all student submissions. If all attempts for an assignment are submitted after the due date, the student grade for that assignment will display in red in the gradebook.

If you select "Do not accept late assignments", Vantage will not display any late assignment submissions in your gradebook. All student work is viewable from the student's dashboard.

- Accept late assignments
- Do not accept late assignments

### Short Answers and Critical Thinking Checks

Short answers are present in Critical Thinking Checks, Video Activities, Data Activities, Reading Activities. If they are assigned and not set for auto credit, you will need to review and assign credit for students when they complete their attempts for these assessments before the student will receive a full grade.

- Do not assign Critical Thinking Checks
- Assign short answer questions for Video Activities
- Do not assign short answer questions for Video Activities
- Assign short answer questions for Data Activities
- Do not assign short answer questions for Data Activities
- Assign short answer questions for Reading Activities
- Do not assign short answer questions for Reading Activities

### Vantage Grade to Date

This is the grade for Vantage assessments assigned for a grade or completion. This grade matches the "Percent to Date" column in the gradebook.

- Display on Student Dashboard
- Do not display on Student Dashboard

Assigned work in Vantage will be worth what percentage of the students overall grade?

%

- Display on Student Dashboard
- Do not display on Student Dashboard

a. **Gradebook Settings**

Default: Accept late assignments, Assign short answer questions for each activity type, Critical Thinking Checks, Vantage grade to date and overall Vantage % of students' overall grade

b. **Global Assignment Settings by Type**

i. **Chapter Quizzes**

Default: Assigned for a grade, one attempt, Unlimited Chapter Quiz reviews, and to restrict or not access to the quizzes

Global Assignment Settings by Type

**Chapter Quizzes** ⓘ

Do not assign Chapter Quizzes

**How should Chapter Quizzes be assigned?**

Assigned for a grade  
 Assigned for completion

**How many attempts are permitted?**

Unlimited

**Which attempt should be graded?**

Most recent attempt  
 Best attempt  
 Average of all attempts

Unlimited Chapter Quiz Reviews (one per attempt if unchecked)

**Chapter Quiz Start Date**

Restrict access to chapter quizzes  
 Do not restrict access to chapter quizzes

ii. **Knowledge Checks**

Default: Assigned for completion, Hints are allowed, Unlimited attempts

**Knowledge Checks**

Formative  One at end of reading section  
 1-5 questions, shuffled

Do not assign Knowledge Checks

**How should Knowledge Checks be assigned?**

Assigned for a grade  
 Assigned for completion

**Should hints be permitted?**

Yes  
 No

**How many attempts are permitted?**

Unlimited

### iii. Critical Thinking Checks

(If you elected not to assign short answer and Critical Thinking Checks earlier on this page, you will not see this section)

Default: Assigned for completion, Unlimited attempts

**Video Activities** ⓘ

Do not assign Video Activities

**Short Answers for Video Activities**

Assign short answer questions for video activities  
 Do not assign short answer questions for activities

Short answer questions receive credit automatically  
 Short answer questions require instructor review

**How should Video Activities be assigned?**

Assigned for a grade  
 Assigned for completion

**How many attempts are permitted?**

Unlimited

**Which attempt should be graded?**

Most recent attempt  
 Best attempt  
 Average of all attempts

### iv. Video Activities, Data Activities, Reading Activities

Default: Assign short answer questions, Assigned for completion, Unlimited attempts



**Video Activities** ⓘ

Do not assign Video Activities

**Short Answers for Video Activities**

Assign short answer questions for video activities  
 Do not assign short answer questions for activities

**How should Video Activities be assigned?**

Assigned for a grade  
 Assigned for completion

**How many attempts are permitted?**

Unlimited

- v. If assigned for a grade, will have a choice to receive credit automatically or require instructor review.

**Video Activities** ⓘ

Do not assign Video Activities

**Short Answers for Video Activities**

Assign short answer questions for video activities  
 Do not assign short answer questions for activities

Short answer questions receive credit automatically  
 Short answer questions require instructor review

**How should Video Activities be assigned?**

Assigned for a grade  
 Assigned for completion

**How many attempts are permitted?**

Unlimited

**Which attempt should be graded?**

Most recent attempt  
 Best attempt  
 Average of all attempts

- vi. **Self Assessments**  
Default: Are for completion only

### Self Assessments ⓘ

Do not assign Self Assessments

### How many attempts are permitted?

Unlimited

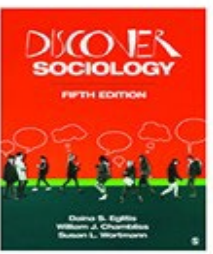
- c. Click **Review** to verify your course settings.
7. **Review the Course Details** on the Review page (3. Review & Complete Course) to double check the settings you made for your course.
    - a. If you need to make changes, click the pencil icon to the right of this section.

## 3. Review & Complete Course

Here's a summary of your course setup. Please review and make changes before completing.  
(Note: You will be able to edit these settings later as well.)

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### Course Details

Course Name	Sociology	
Institution	SAGE Institution	
Department	College Sales	
Title	<b>Discover Sociology</b> Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann Fifth Edition   2022	
Course Dates	09/30/2021 — 12/31/2021	
Course Time Zone	(UTC-05:00) Eastern Time (US & Canada)	

- b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

## Gradebook Settings

- Late assignments are recorded & displayed in the gradebook.
- Students' Vantage grade to date is displayed on the Student Dashboard.
- Vantage grade is 40% of Students' overall grade.
- Students' overall Vantage grade is displayed on the Student Dashboard.

- c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

## Global Assignment Settings

<p><b>Chapter Quizzes</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for grade</li> <li>◦ 1 attempt(s)</li> <li>◦ Start date not set</li> </ul>	<p><b>Knowledge Checks</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Hints permitted</li> <li>◦ Unlimited attempt(s)</li> </ul>	<p><b>Critical Thinking Checks</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Short answer questions receive credit automatically</li> <li>◦ Unlimited attempt(s)</li> </ul>	<p><b>Video Activities</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Short answer questions receive credit automatically</li> <li>◦ Unlimited attempt(s)</li> </ul>
<p><b>Data Activities</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Short answer questions receive credit automatically</li> <li>◦ Unlimited attempt(s)</li> </ul>	<p><b>Reading Activities</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Short answer questions receive credit automatically</li> <li>◦ Unlimited attempt(s)</li> </ul>	<p><b>Self Assessments</b></p> <ul style="list-style-type: none"> <li>◦ Assigned for completion</li> <li>◦ Unlimited attempt(s)</li> </ul>	

- d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.

Your course has been created

For courses with LMS integration, students will register by clicking on any Vantage link that you have created within your LMS course. For assistance setting up your Vantage course with your school's Learning Management System (such as Canvas, Blackboard, etc.) or if your course is part of your school's Inclusive Access program, please contact SAGE's Implementation Team (LMSsupport@sagepub.com) to complete your course setup.

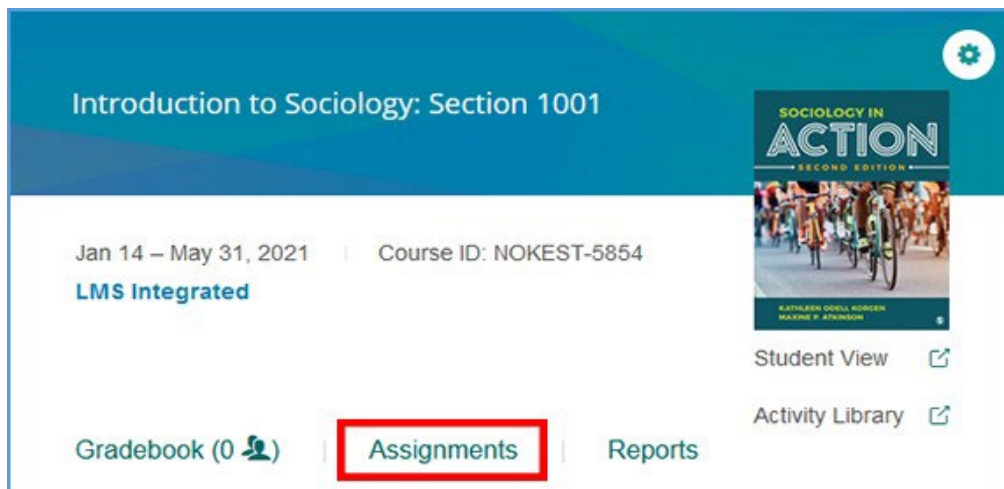
If you plan to use Vantage without LMS integration, share the Course Link (preferable) or Course ID below with your students, as they will need that information to join your course. You can copy or email the Course Link or Course ID using the options below.

Course Link (not for use with LMS-integrated courses)

Course ID

Email Course ID and Course Link

- Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.



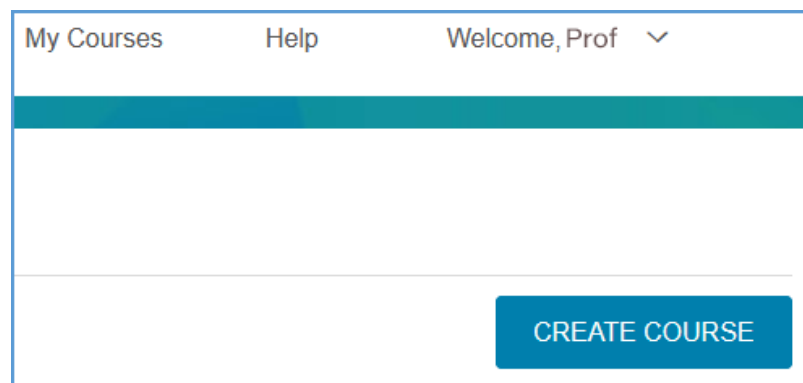
- Once you have finished editing Chapters and Assignments, your Vantage course can be paired with your Canvas course

## Copy an Existing Course

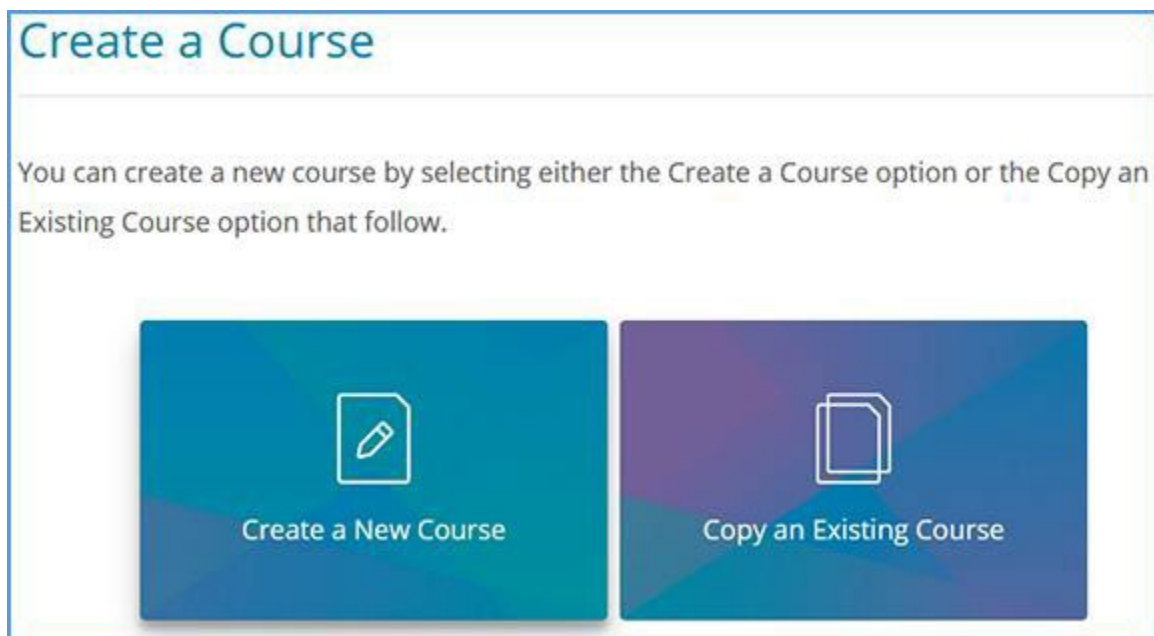
If you have created a Vantage course in the past, you may wish to copy that course to use for another section in the same term or for a new term.

- TIP:** Copying a course is a one-time action. You should finish customizing the assignments and due dates of your course before making a copy of it. After you finish the copy process, changes will need to be made to both courses separately.

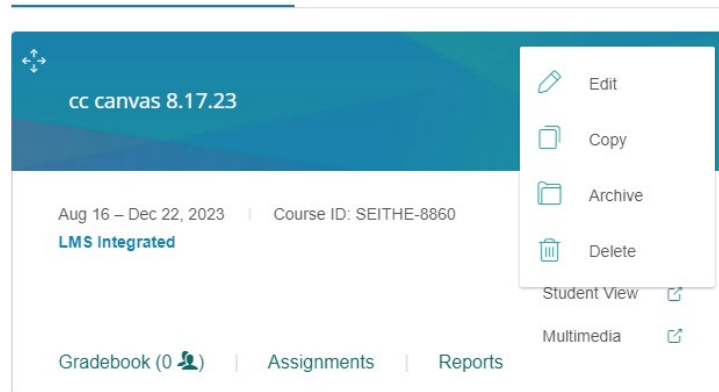
1. Click **Create Course** at the top right of your My Courses Dashboard.



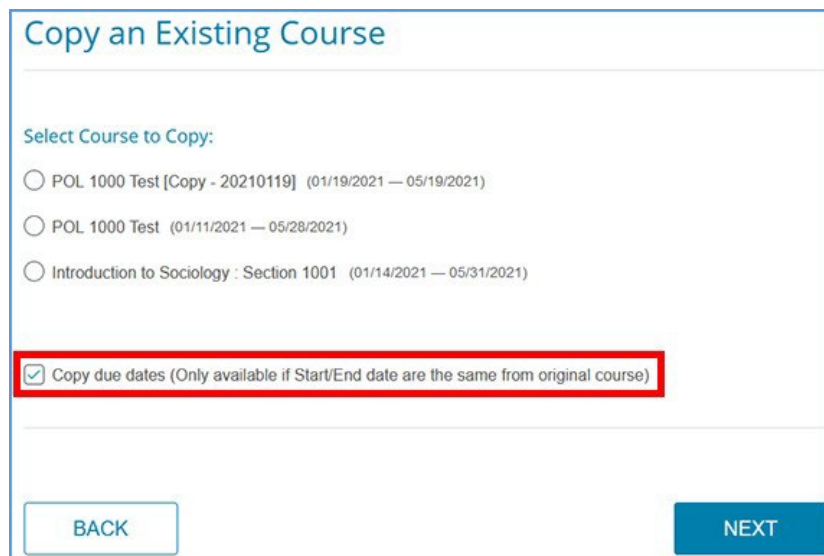
1. Click **Copy an Existing Course**.



Or Click on the Cogwheel above the cover of the textbook and click copy.



2. You will see a list of all of your courses available to copy if you click on the “copy an existing course box.” **NOTE: If you click on the cogwheel and then copy you will only see that course but all other steps are the same.**
  - a. Choose the course you wish to copy.
  - b. If the course dates of your old and new courses match – for example, if you are running multiple sections of the same course in a single term – you can copy the due dates as well. Tick the "Copy due dates" checkbox to retain them.

A screenshot of the "Copy an Existing Course" form. The title "Copy an Existing Course" is at the top. Below it, there is a section titled "Select Course to Copy:" with three radio button options: "POL 1000 Test [Copy - 20210119] (01/19/2021 — 05/19/2021)", "POL 1000 Test (01/11/2021 — 05/28/2021)", and "Introduction to Sociology : Section 1001 (01/14/2021 — 05/31/2021)". Below these options is a checkbox labeled "Copy due dates (Only available if Start/End date are the same from original course)", which is checked and highlighted with a red box. At the bottom of the form, there are two buttons: "BACK" and "NEXT".

- c. Click **Next** to start the course creation process.

- The Course Details of your chosen course will appear. You will see a banner message to change the Course Name, Section Name or Start and End Dates. Once you change one or more of these fields, click **Next**.

The screenshot displays the 'Course Details' form in Blackboard LMS. The form includes the following fields and elements:

- Course Name\***: A text input field containing 'Introduction to Sociology' with a character count of 25 / 55.
- Section Name**: A text input field containing 'Section 1001' with a character count of 12 / 20.
- Course Start Date\***: A date picker showing '1/14/2021'.
- Course End Date\***: A date picker showing '5/31/2021'.
- Warning Message**: A red banner with white text stating: 'You already have a created course with this Name, Section name, and Start/End Date. Please change one of those fields.'
- Course Time Zone\***: A dropdown menu currently set to '(UTC-05:00) Eastern Time (US & Canada)'.

- On the Review page (3. Review & Complete Course), you can double check the settings you made for your course.



- a. Review the Course Details. If you need to make changes, click the pencil icon to the right of this section.

### 3. Review & Complete Course

Here's a summary of your course setup. Please review and make changes before completing.  
(Note: You will be able to edit these settings later as well.)

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#### Course Details

Course Name	Sociology	
Institution	SAGE Institution	
Department	College Sales	
Title	<b>Discover Sociology</b> Daina S. Eglitis, William J. Chambliss, Susan L. Wortmann Fifth Edition   2022	
Course Dates	09/30/2021 — 12/31/2021	
Course Time Zone	(UTC-05:00) Eastern Time (US & Canada)	

- b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

#### Gradebook Settings

- Late assignments recorded & flagged
- Short Answer questions are not assigned

- c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.



## Global Assignment Settings



<b>Chapter Quizzes</b> <ul style="list-style-type: none"> <li>Assigned for grade</li> <li>1 attempt(s)</li> <li>Start date not set</li> </ul>	<b>Knowledge Checks</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Hints permitted</li> <li>Unlimited attempt(s)</li> </ul>	<b>Critical Thinking Checks</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Short answer questions receive credit automatically</li> <li>Unlimited attempt(s)</li> </ul>	<b>Video Activities</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Short answer questions receive credit automatically</li> <li>Unlimited attempt(s)</li> </ul>
<b>Data Activities</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Short answer questions receive credit automatically</li> <li>Unlimited attempt(s)</li> </ul>	<b>Reading Activities</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Short answer questions receive credit automatically</li> <li>Unlimited attempt(s)</li> </ul>	<b>Self Assessments</b> <ul style="list-style-type: none"> <li>Assigned for completion</li> <li>Unlimited attempt(s)</li> </ul>	

- d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

You can also click the **Send** button to email a copy of this information to yourself. Once you are finished on this page, click **Back to My Courses** to return to your My Courses Dashboard.

**Your course has been created**

**For courses with LMS integration**, students will register by clicking on any Vantage link that you have created within your LMS course. For assistance setting up your Vantage course with your school's Learning Management System (such as Canvas, Blackboard, etc.) or if your course is part of your school's Inclusive Access program, please contact SAGE's Implementation Team ([LMSsupport@sagepub.com](mailto:LMSsupport@sagepub.com)) to complete your course setup.

**If you plan to use Vantage without LMS integration**, share the Course Link (preferable) or Course ID below with your students, as they will need that information to join your course. You can copy or email the Course Link or Course ID using the options below.

Course Link (not for use with LMS-integrated courses)

COPY

Course ID

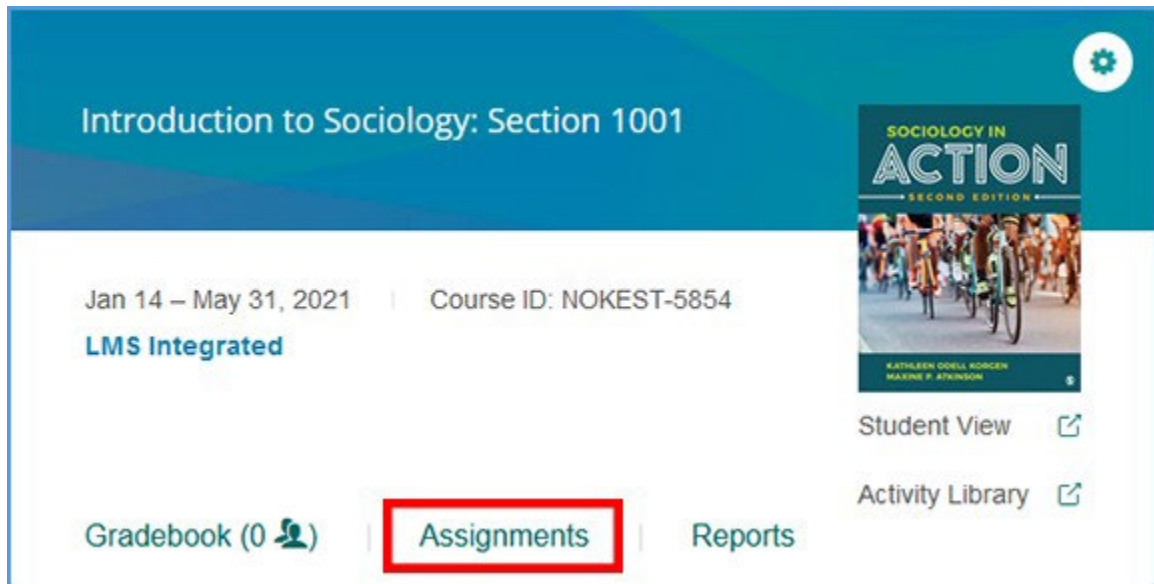
COPY

Email Course ID and Course Link

SEND

BACK TO MY COURSES

5. Once your course is created, you can go to the Assignments tab from the course tile on your My Courses Dashboard page. This will allow you to apply more granular settings for each Chapter and/or assignment.

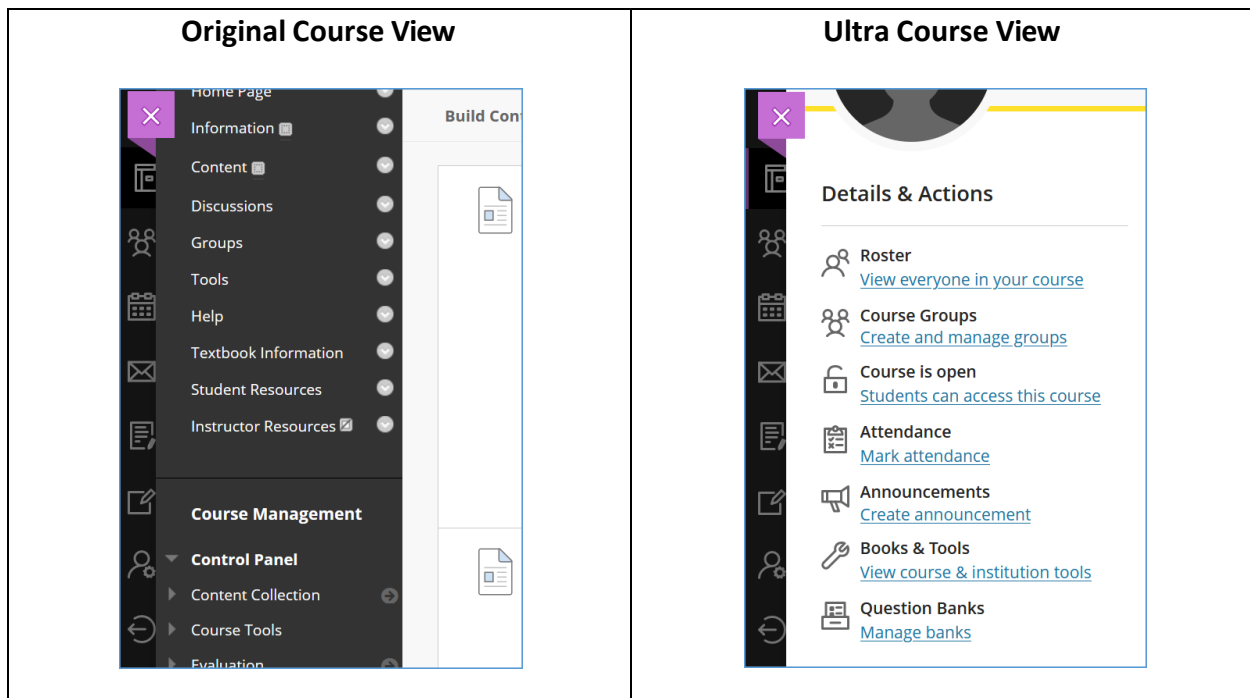


6. Once you have finished editing Chapters and Assignments (if necessary), add the Willo Labs link to your course and then you may pair your Vantage with your Blackboard course.

## Adding Willo Labs to a New Blackboard Course

Before you can pair your Blackboard course with Sage Vantage, the Willo Labs link must be added to your course.

Depending on your Blackboard environment, you may have either the original course view or the Ultra course view (see the side-by-side comparison below). Note that some schools may allow you to choose which of the two views you want your Blackboard course to use.

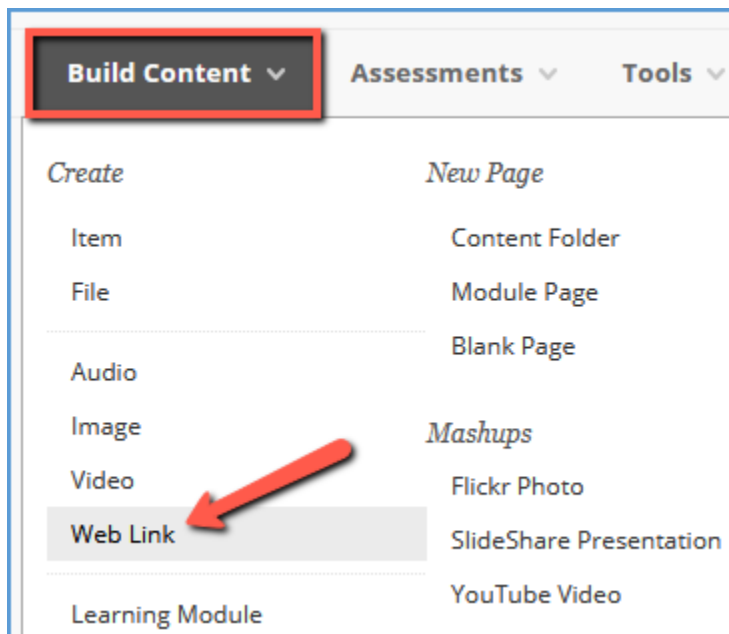


Choose your course view to add the Willo Labs link:

- [Original Course View](#)
- [Ultra Course View](#)

## Willo Labs in Original Course View

1. Navigate to the Content Area in your course where you would like to place the Willo Labs link. Click **Build Content** to open the action menu. You will see a list of actions and available tools. Choose **Web Link**.



2. Complete the Web Link details.
  - a. **Name:** Willo Uno
  - b. **URL:** <https://app.willolabs.com/onelink/>
  - c. **This Link is a Tool Provider:** Check the box
  - d. **Open in New Window:** Yes
  - e. **Permit Users to View this Content:** No

### WEB LINK INFORMATION

\* Name

\* URL   
*For example, <http://www.myschool.edu/>*

This link is to a Tool Provider. [What's a Tool Provider?](#)

### WEB LINK OPTIONS


Open in New Window  Yes  No

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### STANDARD OPTIONS

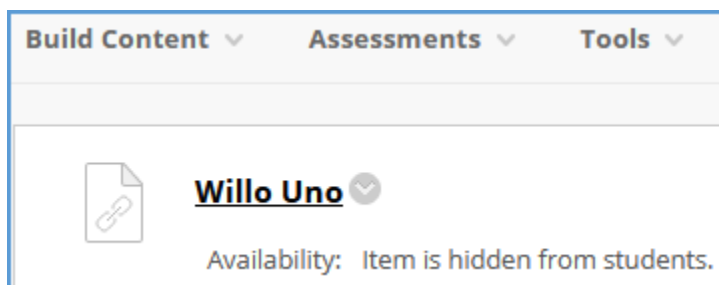
Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

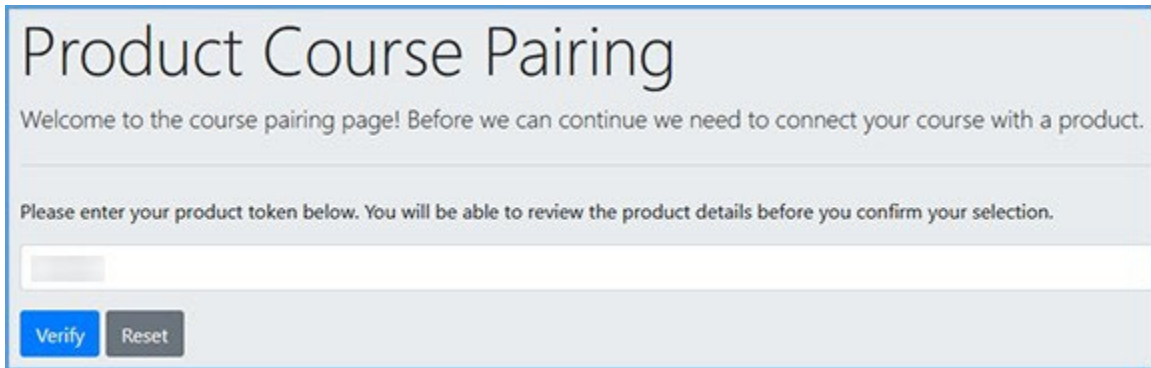
Select Date and Time Restrictions  Display After  

*Enter dates as mm/dd/yyyy. Time may be entered.*

- f. Click **Submit** at the bottom right of the page to add the link.
3. Click the Willo Uno link to pair your Blackboard course with Willo Labs.



4. Enter the Product Token provided by Willo Labs. Click **Verify**.



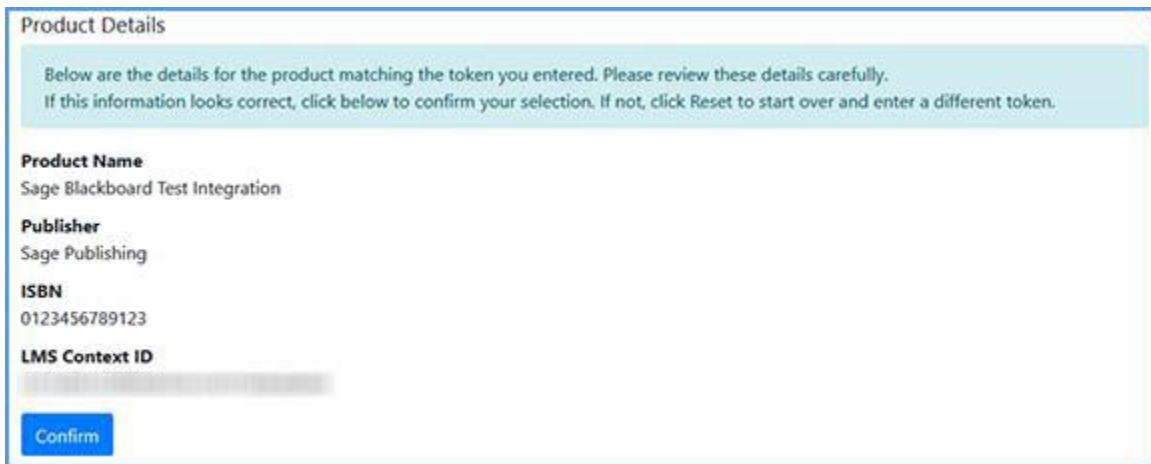
**Product Course Pairing**

Welcome to the course pairing page! Before we can continue we need to connect your course with a product.

Please enter your product token below. You will be able to review the product details before you confirm your selection.

[Verify](#) [Reset](#)

5. The product details matching your product token will display. If they are correct, click **Confirm**. If they are not correct, you can click the **Reset** button that appears above the product details to add a new product token.



**Product Details**

Below are the details for the product matching the token you entered. Please review these details carefully.  
If this information looks correct, click below to confirm your selection. If not, click Reset to start over and enter a different token.

**Product Name**  
Sage Blackboard Test Integration

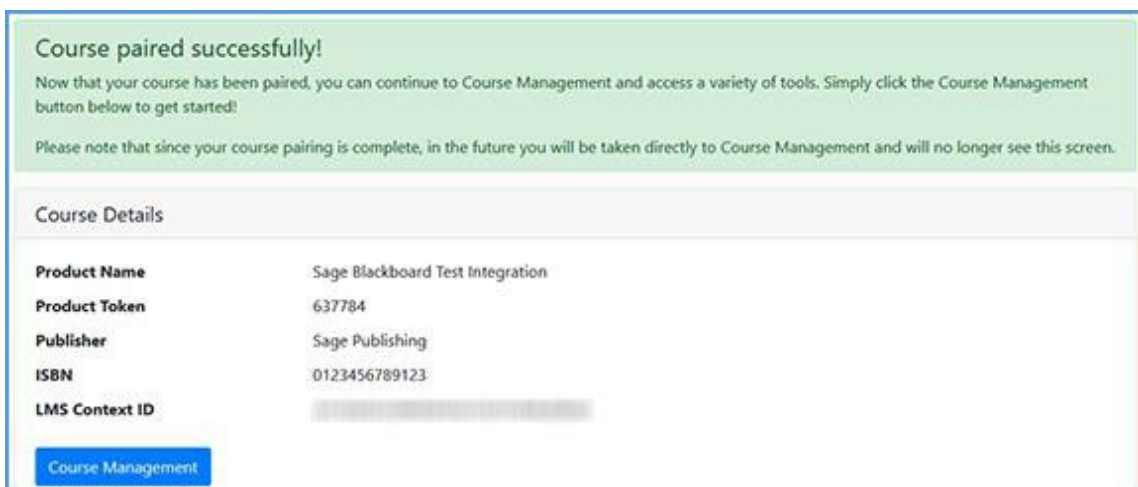
**Publisher**  
Sage Publishing

**ISBN**  
0123456789123

**LMS Context ID**  
[redacted]

[Confirm](#)

6. You will see a success message to indicate the pairing with Willo Labs is complete.



**Course paired successfully!**

Now that your course has been paired, you can continue to Course Management and access a variety of tools. Simply click the Course Management button below to get started!

Please note that since your course pairing is complete, in the future you will be taken directly to Course Management and will no longer see this screen.

**Course Details**

**Product Name**: Sage Blackboard Test Integration

**Product Token**: 637784

**Publisher**: Sage Publishing

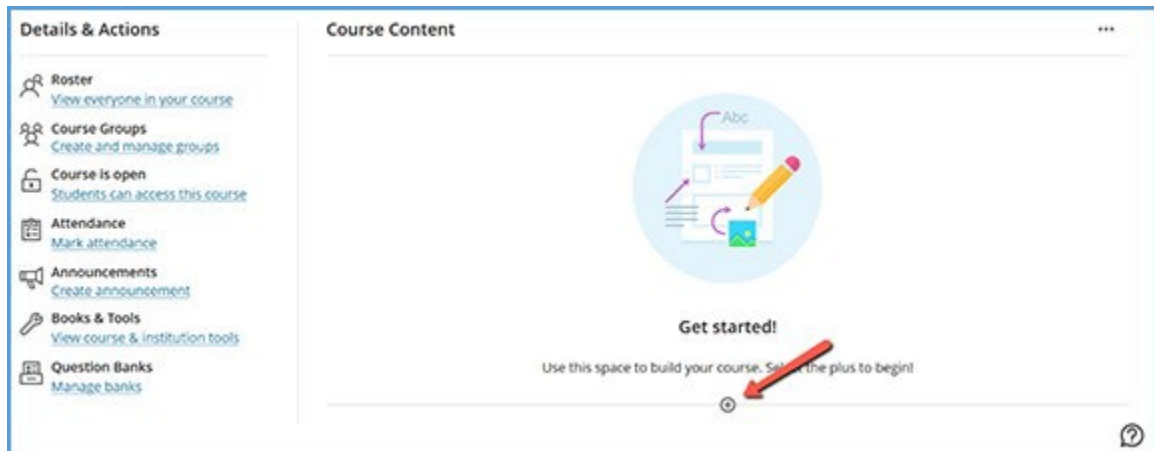
**ISBN**: 0123456789123

**LMS Context ID**: [redacted]

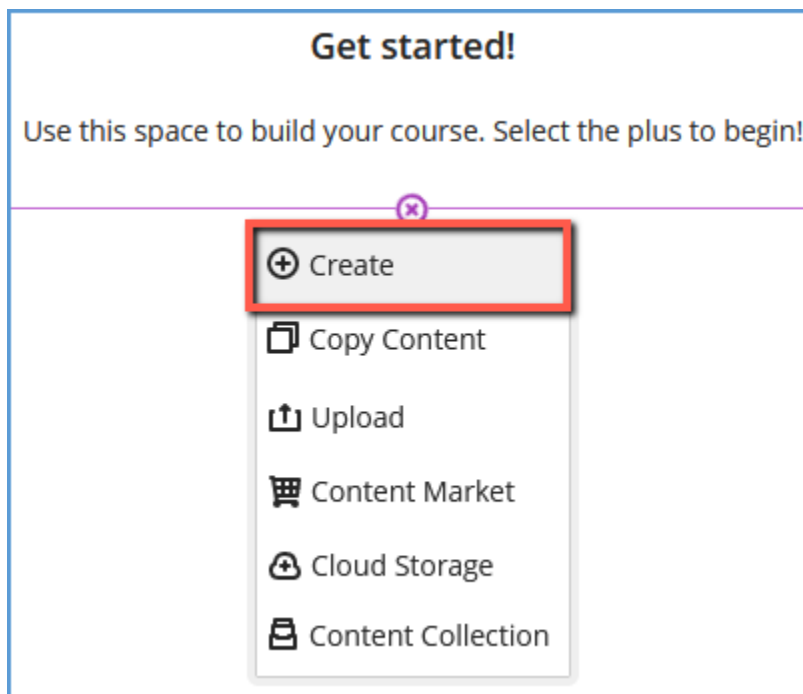
[Course Management](#)

## Willo Labs in Ultra Course View

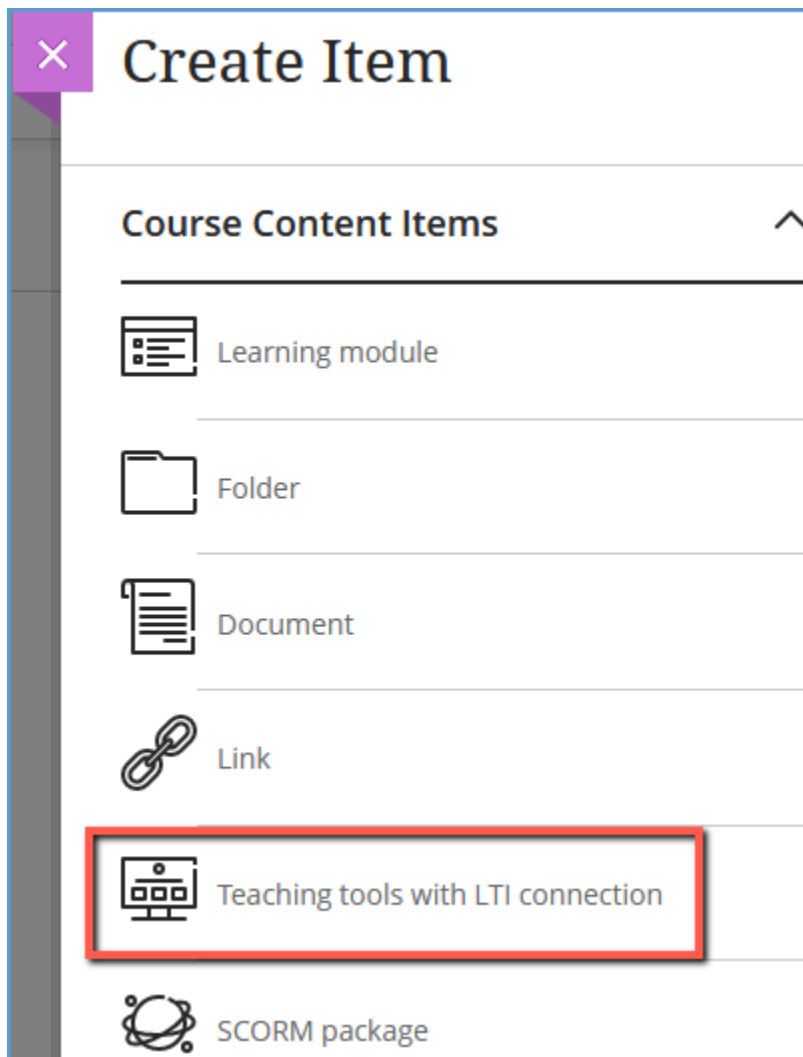
1. Navigate to the Content Area in your course where you would like to place the Willo Labs link. Click the plus sign to begin.



2. Click **Create**.

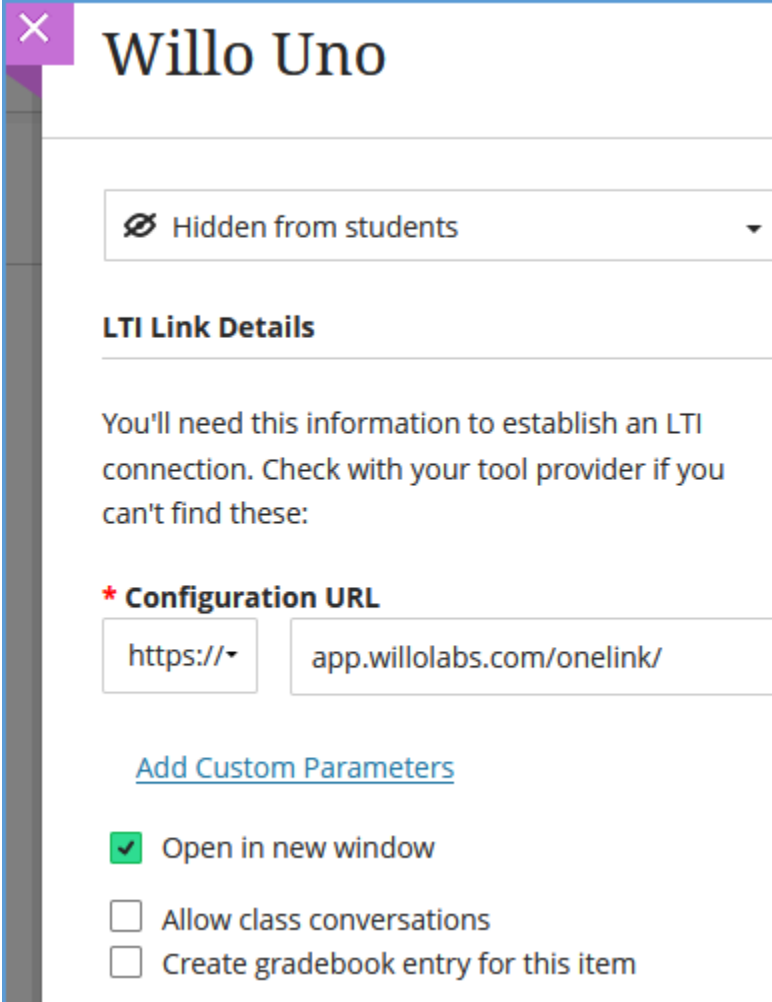


3. In the "Create Item" panel, choose Teaching tools with LTI connection.



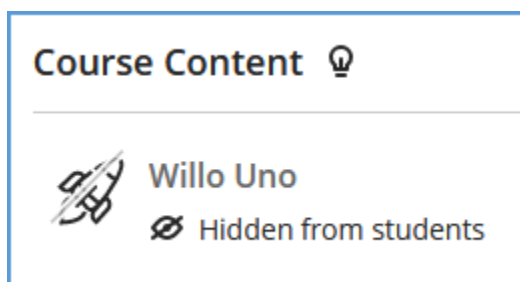
4. Complete the LTI Link Details.
  - a. Click in the blank area at the top of the panel to add the **tool name**: Willo Uno
  - b. **Configuration URL**: [app.willolabs.com/onelink/](https://app.willolabs.com/onelink/)  
(Leave the dropdown set to **https://**)
  - c. **Open in new window**: Check the box





The screenshot shows a configuration panel for 'Willo Uno'. At the top left is a close button (X) and the title 'Willo Uno'. Below the title is a dropdown menu set to 'Hidden from students'. The section is titled 'LTI Link Details' and contains the text: 'You'll need this information to establish an LTI connection. Check with your tool provider if you can't find these:'. Below this is a red asterisk followed by the text '\* Configuration URL'. There are two input fields: the first contains 'https://', and the second contains 'app.willolabs.com/onelink/'. Below the input fields is a blue link that says 'Add Custom Parameters'. At the bottom are three checkboxes: 'Open in new window' (checked with a green checkmark), 'Allow class conversations' (unchecked), and 'Create gradebook entry for this item' (unchecked).

- d. Click **Save** at the bottom of the panel.
5. Click the Willo Uno link to pair your Blackboard course with Willo Labs.



6. Enter the Product Token provided by Willo Labs. Click **Verify**.

**Product Course Pairing**

Welcome to the course pairing page! Before we can continue we need to connect your course with a product.

Please enter your product token below. You will be able to review the product details before you confirm your selection.

[Verify](#) [Reset](#)

7. The product details matching your product token will display. If they are correct, click **Confirm**. If they are not correct, you can click the **Reset** button that appears above the product details to add a new product token.

**Product Details**

Below are the details for the product matching the token you entered. Please review these details carefully.  
If this information looks correct, click below to confirm your selection. If not, click Reset to start over and enter a different token.

**Product Name**  
Sage Blackboard Test Integration

**Publisher**  
Sage Publishing

**ISBN**  
0123456789123

**LMS Context ID**  
[blurred]

[Confirm](#)

8. You will see a success message to indicate the pairing with Willo Labs is complete.

**Course paired successfully!**

Now that your course has been paired, you can continue to Course Management and access a variety of tools. Simply click the Course Management button below to get started!  
Please note that since your course pairing is complete, in the future you will be taken directly to Course Management and will no longer see this screen.

**Course Details**

**Product Name**: Sage Blackboard Test Integration

**Product Token**: 637784

**Publisher**: Sage Publishing

**ISBN**: 0123456789123

**LMS Context ID**: [blurred]

[Course Management](#)

## Deep Links and Grade Sync in a New Blackboard Course

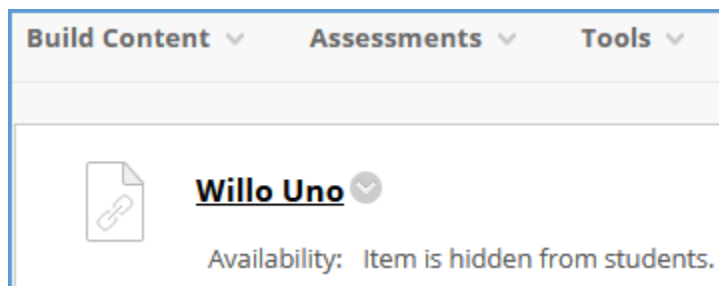
For best results, create your Vantage course before you are ready to pair it with your Blackboard course.


Choose your course view to create Deep Links and Grade Sync:

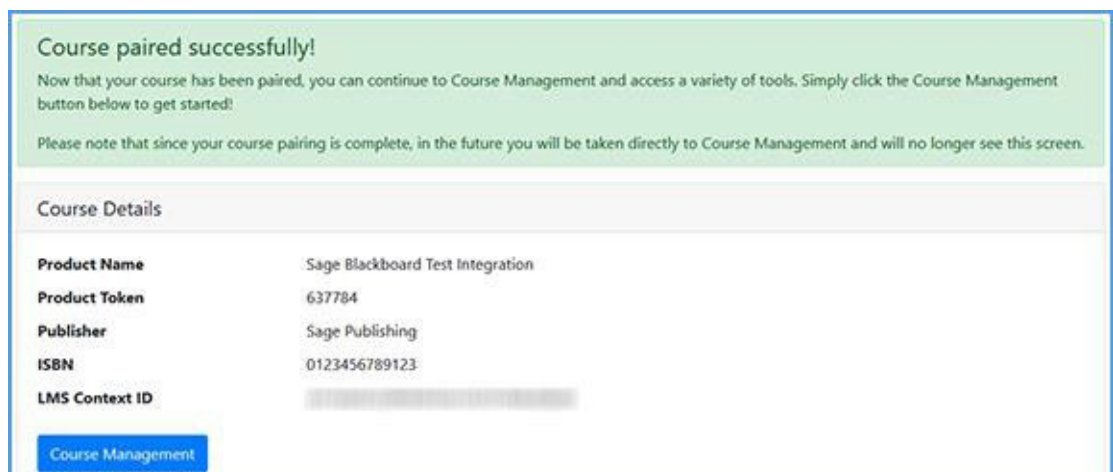
- [Original Course View](#)
- [Ultra Course View](#)

### Blackboard Courses Using Original Course View

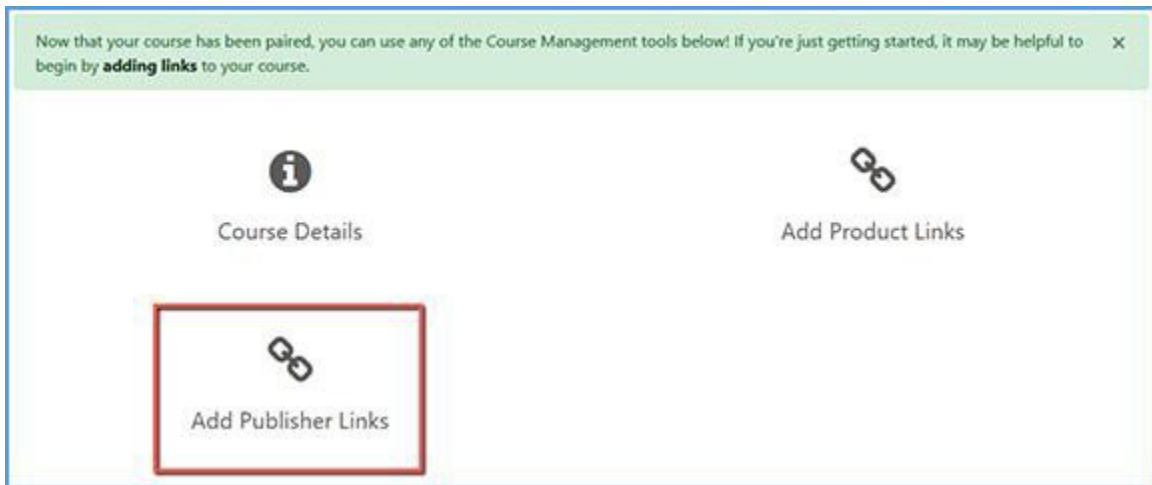
1. To pair your Blackboard course with Sage Vantage, you will use the Willo Uno link (paired in [previous steps](#)).
  - a. Click the Willo Uno link to pair your Blackboard course with Vantage.



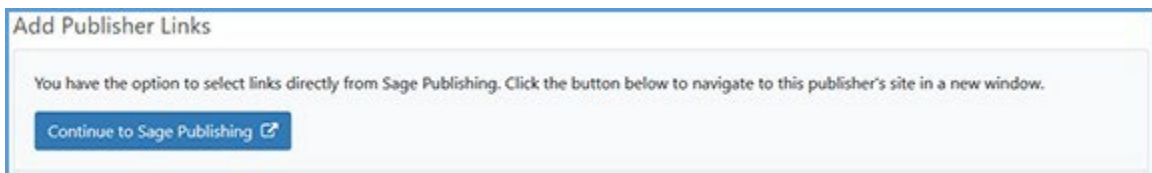
 **TIP:** If you are still on the pairing confirmation page for Willo Labs, you can move straight to the Vantage pairing process by clicking **Course Management**.



2. Click **Add Publisher Links**.



3. You will see a message that you can pick links directly from Sage Publishing. Click **Continue to Sage Publishing**.



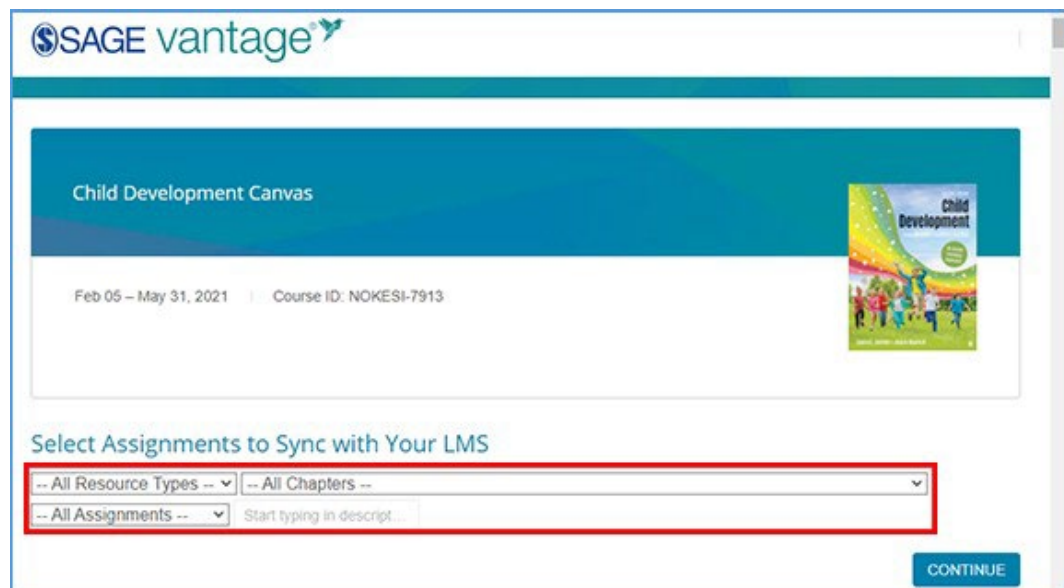
4. Locate the Vantage course you wish to pair with, then click **Select**. If you only have one Vantage course in your account, it will automatically be selected for you.



- After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are

- Resource Types** – Filter by a single resource type such as Readings, Chapter Quizzes, etc.
- Chapters** – Filter content by a single chapter
- Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)



- Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your Blackboard course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your Blackboard module. The right column (Grade Sync) determines if an assignment is synced with your Blackboard gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well

indicating it's already synced.

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	<input type="checkbox"/>	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Fundamentals of Criminal Justice: Essential Themes and Practices: Introduction	<input type="checkbox"/>	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	1.1: Introduction	<input type="checkbox"/>	—
Knowledge Check	Assigned (Completion)	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Knowledge Check 1.1	<input type="checkbox"/>	<input type="checkbox"/>

**d. Create deep links (with or without grade sync):**

To create a link in your Blackboard course, choose one or more items you wish to add by ticking the checkbox in the "Link to Course" column for that item. If you select a gradable item (such as a Knowledge Check, Video Activity or Chapter Quiz), the Grade Sync column is automatically ticked as well. This allows you to create a link and a grade sync item at the same time.

Link Resource from External Tool

Summary   Select All  Select All

Item

Column Text

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	---	Chapter 3: Culture and Mass Media	Chapter 3: Culture and Mass Media	<input type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	Culture and Mass Media: Introduction	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	What Do You Think?	<input type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	3.1: Culture: Concepts and Applications	<input type="checkbox"/>	---
Video Activity	Assigned (Completion)	Chapter 3: Culture and Mass Media	Video Activity 3.1: Who Decides? Values, Norms, and Sanctions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.

Link Resource from External Tool

Summary   Select All  Select All

Item

Column Text

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	---	Chapter 3: Culture and Mass Media	Chapter 3: Culture and Mass Media	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	Culture and Mass Media: Introduction	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	What Do You Think?	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	3.1: Culture: Concepts and Applications	<input checked="" type="checkbox"/>	---
Video Activity	Assigned (Completion)	Chapter 3: Culture and Mass Media	Video Activity 3.1: Who Decides? Values, Norms, and Sanctions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

Confirm LMS Selection(s)			
		GO BACK	CONTINUE
Chapter/Part	Description	Link to Course	Grade Sync
Chapter 1: Discover Sociology	Discover Sociology: Introduction	X	
Chapter 1: Discover Sociology	Video Activity 1.1: Individuals in Context: The Sociological Imagination	X	X
Chapter 1: Discover Sociology	Data Activity 1.1: Beliefs about Why People are Rich or Poor in the US	X	X
Chapter 1: Discover Sociology	Knowledge Check 1.1	X	X

GO BACK CONTINUE

If you want to add more items, you can use the **Go Back** button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your Blackboard module, click **Continue** on the "Confirm LMS Selection(s)" page.

After a few seconds, you will see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.



e. **Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your Blackboard



module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in Blackboard. In this example, a Knowledge Check and Video Activity are selected for grade sync, but the Data Activity is not.

Chapter Reading	—	Chapter 2: Discover Sociological Research	2.1: Sociology and Common Sense	<input type="checkbox"/>	—
Video Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge Check	Assigned (Completion)	Chapter 2: Discover Sociological Research	Knowledge Check 2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Reading	—	Chapter 2: Discover Sociological Research	2.2: Research and the Scientific Method	<input type="checkbox"/>	—
Data Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States	<input type="checkbox"/>	<input type="checkbox"/>

If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Quizzes and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Test	Assigned (Grade)	Chapter 1: Discover Sociology	Chapter 1 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Test	Assigned (Grade)	Chapter 2: Discover Sociological Research	Chapter 2 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Test	Assigned (Grade)	Chapter 3: Culture and Mass Media	Chapter 3 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

After you've selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

Confirm LMS Selection(s)

Chapter/Part	Description	Link to Course	Grade Sync
Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data		X
Chapter 2: Discover Sociological Research	Knowledge Check 2.1		X
Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States		X
Chapter 2: Discover Sociological Research	Chapter 2 Test		X

If you want to add more grade sync items, you can use the **Go Back** button to add more grade syncs. Once you have picked everything you want grade synced, click **Continue** on the "Confirm LMS Selection(s)" page to complete the grade sync.

After a few seconds, you will see a pop-up message indicating that no links were created. Click **OK** to close the pop-up.

An embedded page at [vantage.sagepub.com](http://vantage.sagepub.com) says

The LMS request did not have any resource links. Nothing is being sent back to the LMS. Just cancel out of the current screen on your LMS and view your gradebook to see the gradebook item(s) that were created.

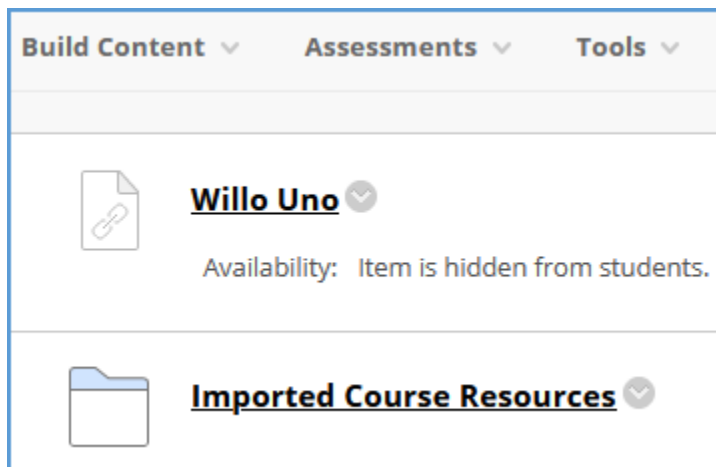
You will also see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.

## Links Added Successfully

Links have been successfully added to your course. Please return to your course.

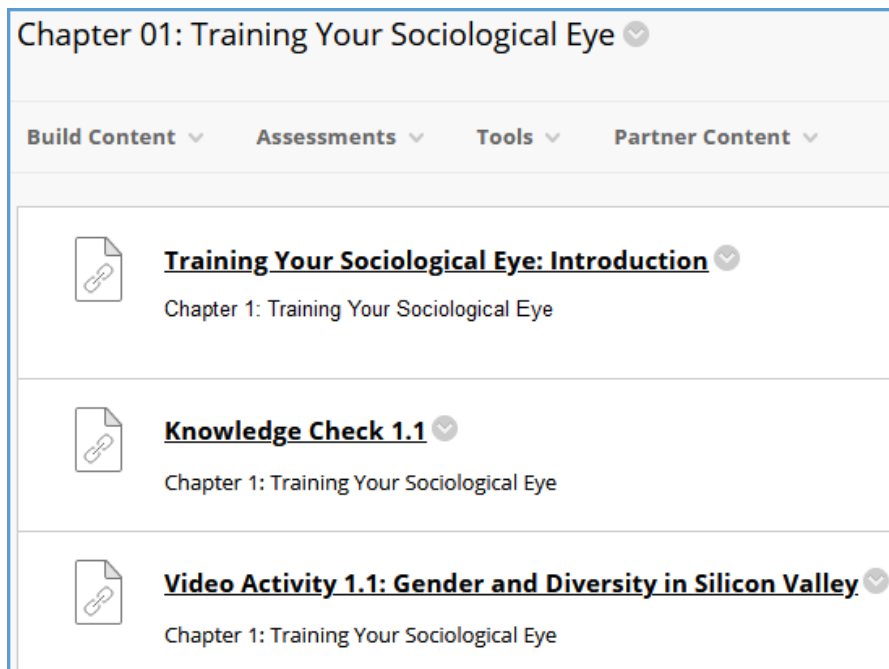
You can visit your Blackboard gradebook to see the new columns that were added for your assignment selections.

7. When you are finished adding deep links and grade sync items to your Blackboard course, refresh the browser tab displaying your Blackboard course. The Vantage content can be found in the folder **Imported Course Resources**.



8. Click into the Imported Course Resources folder. Click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Blackboard gradebook.

**Note:** If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.



9. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.
  - f. Next to the Vantage link in your Blackboard course, expand the action menu. Choose **Edit**.



- g. On the "Edit Web Link" page, scroll down to about the middle of the page. In the "Web Link Options" section, set the **Open in New Window** radio button to **Yes**.

**WEB LINK OPTIONS**


Open in New Window  Yes  No

- h. Click **Submit** in the bottom right corner of the page to save the change.



---


## Blackboard Courses Using Ultra Course View

1. To pair your Blackboard course with Sage Vantage, you will use the Willo Uno link (paired in [previous steps](#)).
  - a. Click the Willo Uno link to pair your Blackboard course with Vantage.

**Course Content** 

---

 **Willo Uno**  
 Hidden from students

 **TIP:** If you are still on the pairing confirmation page for Willo Labs, you can move straight to the Vantage pairing process by clicking **Course Management**.

**Course paired successfully!**

Now that your course has been paired, you can continue to Course Management and access a variety of tools. Simply click the Course Management button below to get started!

Please note that since your course pairing is complete, in the future you will be taken directly to Course Management and will no longer see this screen.

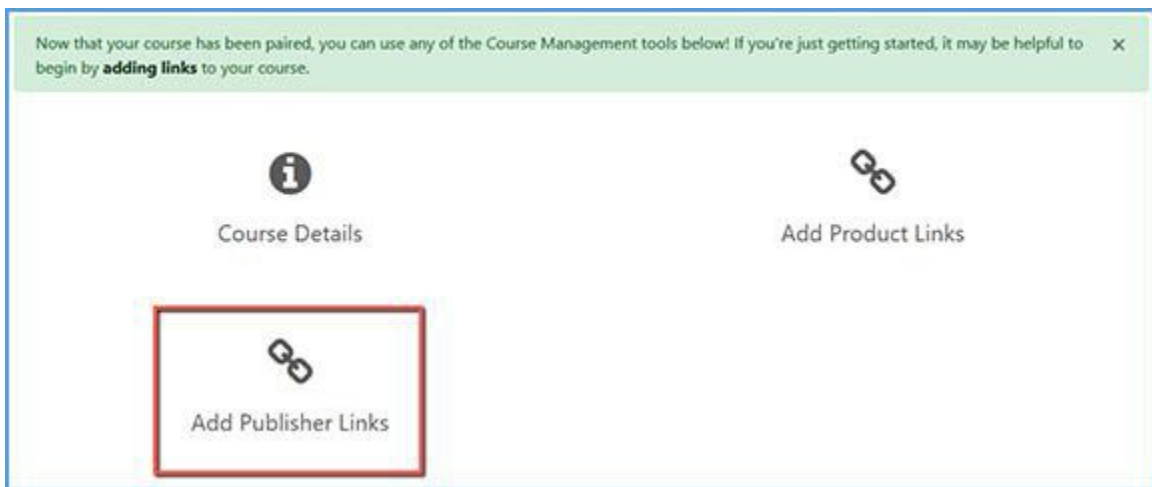
---

**Course Details**

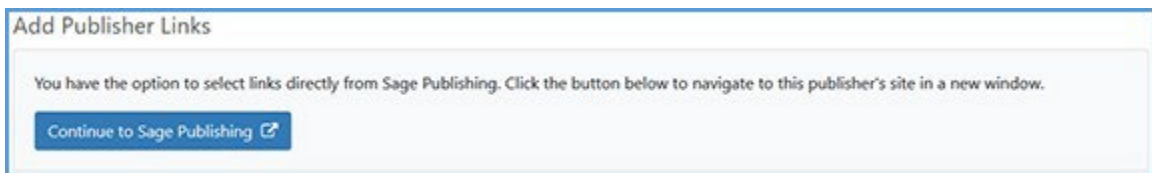
<b>Product Name</b>	Sage Blackboard Test Integration
<b>Product Token</b>	637784
<b>Publisher</b>	Sage Publishing
<b>ISBN</b>	0123456789123
<b>LMS Context ID</b>	XXXXXXXXXXXXXXXXXXXX

[Course Management](#)

2. Click **Add Publisher Links**.



3. You will see a message that you can pick links directly from Sage Publishing. Click **Continue to Sage Publishing**.



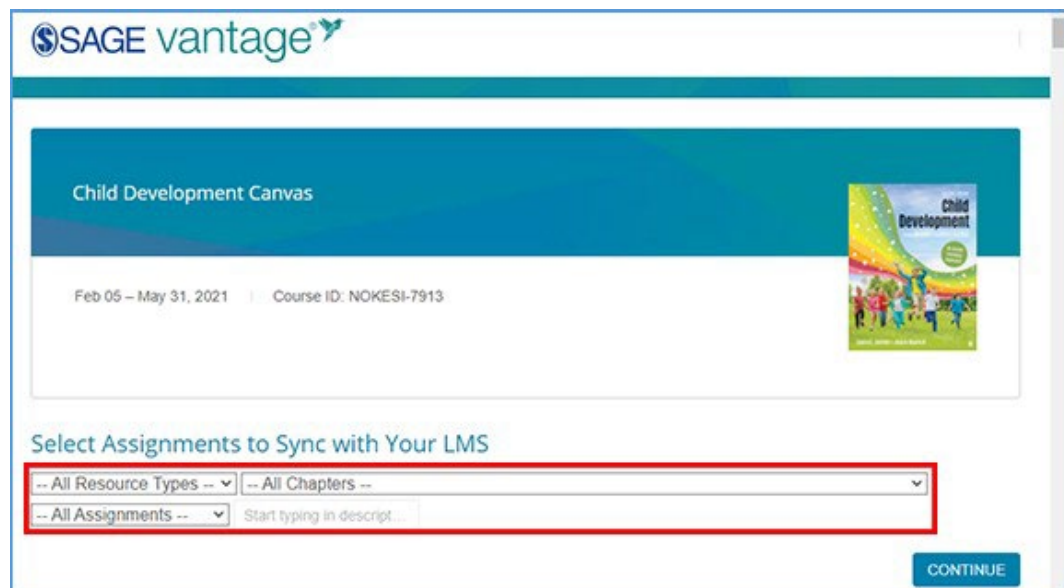
4. Locate the Vantage course you wish to pair with, then click **Select**. If you only have one Vantage course in your account, it will automatically be selected for you.



5. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

The dropdown menu options are

- i. **Resource Types** – Filter by a single resource type such as Readings, Chapter Quizzes, etc.
- j. **Chapters** – Filter content by a single chapter
- k. **Assignments** – Filter only assignments or by assignment status (assigned for grade / completion or unassigned)



6. Once you filter the content, the sorted list will show only those items matching your selection. You can choose items from the resulting list to create deep links and/or grade syncs in your Blackboard course.

For each item in the list, there are two columns on the right of the page. The left column (Link to Course) refers to the deep link that is added to your Blackboard module. The right column (Grade Sync) determines if an assignment is synced with your Blackboard gradebook.

If an item is not gradable – such as a chapter reading – the grade sync column will not have a checkbox. It will instead have a dash indicating it cannot be synced. If you have previously grade synced an assignment, the Grade Sync column will show a dash as well



indicating it's already synced.

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	<input type="checkbox"/>	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Fundamentals of Criminal Justice: Essential Themes and Practices: Introduction	<input type="checkbox"/>	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	1.1: Introduction	<input type="checkbox"/>	—
Knowledge Check	Assigned (Completion)	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Knowledge Check 1.1	<input type="checkbox"/>	<input type="checkbox"/>

**I. Create deep links (with or without grade sync):**

To create a link in your Blackboard course, choose one or more items you wish to add by ticking the checkbox in the "Link to Course" column for that item. If you select a gradable item (such as a Knowledge Check, Video Activity or Chapter Quiz), the Grade Sync column is automatically ticked as well. This allows you to create a link and a grade sync item at the same time.



Link Resource from External Tool

Summary   Select All  Select All CONTINUE

Item Column Text

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	---	Chapter 3: Culture and Mass Media	Chapter 3: Culture and Mass Media	<input type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	Culture and Mass Media: Introduction	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	What Do You Think?	<input type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	3.1: Culture: Concepts and Applications	<input type="checkbox"/>	---
Video Activity	Assigned (Completion)	Chapter 3: Culture and Mass Media	Video Activity 3.1: Who Decides? Values, Norms, and Sanctions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.

Link Resource from External Tool

Summary   Select All  Select All CONTINUE

Item Column Text

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Reading	---	Chapter 3: Culture and Mass Media	Chapter 3: Culture and Mass Media	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	Culture and Mass Media: Introduction	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	What Do You Think?	<input checked="" type="checkbox"/>	---
Chapter Reading	---	Chapter 3: Culture and Mass Media	3.1: Culture: Concepts and Applications	<input checked="" type="checkbox"/>	---
Video Activity	Assigned (Completion)	Chapter 3: Culture and Mass Media	Video Activity 3.1: Who Decides? Values, Norms, and Sanctions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

Confirm LMS Selection(s)			
<a href="#">GO BACK</a> <a href="#">CONTINUE</a>			
Chapter/Part	Description	Link to Course	Grade Sync
Chapter 1: Discover Sociology	Discover Sociology: Introduction	X	
Chapter 1: Discover Sociology	Video Activity 1.1: Individuals in Context: The Sociological Imagination	X	X
Chapter 1: Discover Sociology	Data Activity 1.1: Beliefs about Why People are Rich or Poor in the US	X	X
Chapter 1: Discover Sociology	Knowledge Check 1.1	X	X
<a href="#">GO BACK</a> <a href="#">CONTINUE</a>			

If you want to add more items, you can use the **Go Back** button to choose more content. When you review, you will see all choices you have made.

Once you have picked all links you want to add to your Blackboard module, click **Continue** on the "Confirm LMS Selection(s)" page.

After a few seconds, you will see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.



**m. Create grade syncs only (without deep links):**

You can add grade sync assignments without adding deep links for them. For example, you may want to link only a single chapter reading in your Blackboard

module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

If you want to grade sync only specific assignments, you can tick the Grade Sync checkbox next to those assignments. Only the items you choose to grade sync will create a gradebook column in Blackboard. In this example, a Knowledge Check and Video Activity are selected for grade sync, but the Data Activity is not.

Chapter Reading	—	Chapter 2: Discover Sociological Research	2.1: Sociology and Common Sense	<input type="checkbox"/>	—
Video Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge Check	Assigned (Completion)	Chapter 2: Discover Sociological Research	Knowledge Check 2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Reading	—	Chapter 2: Discover Sociological Research	2.2: Research and the Scientific Method	<input type="checkbox"/>	—
Data Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States	<input type="checkbox"/>	<input type="checkbox"/>

If you want to grade sync everything in the filtered list – for instance, if you filter by Chapter Quizzes and want to grade sync all of them – you can tick the "Select All" checkbox above the Grade Sync column. All items will be selected for grade sync.

Resource Type	Assignment Type	Chapter/Part	Description	Link to Course	Grade Sync
Chapter Test	Assigned (Grade)	Chapter 1: Discover Sociology	Chapter 1 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Test	Assigned (Grade)	Chapter 2: Discover Sociological Research	Chapter 2 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chapter Test	Assigned (Grade)	Chapter 3: Culture and Mass Media	Chapter 3 Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

After you've selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

You can double check your selections on the "Confirm LMS Selection(s)" page.

Confirm LMS Selection(s)

Chapter/Part	Description	Link to Course	Grade Sync
Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data		X
Chapter 2: Discover Sociological Research	Knowledge Check 2.1		X
Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States		X
Chapter 2: Discover Sociological Research	Chapter 2 Test		X

If you want to add more grade sync items, you can use the **Go Back** button to add more grade syncs. Once you have picked everything you want grade synced, click **Continue** on the "Confirm LMS Selection(s)" page to complete the grade sync.

After a few seconds, you will see a pop-up message indicating that no links were created. Click **OK** to close the pop-up.

An embedded page at vantage.sagepub.com says

The LMS request did not have any resource links. Nothing is being sent back to the LMS. Just cancel out of the current screen on your LMS and view your gradebook to see the gradebook item(s) that were created.

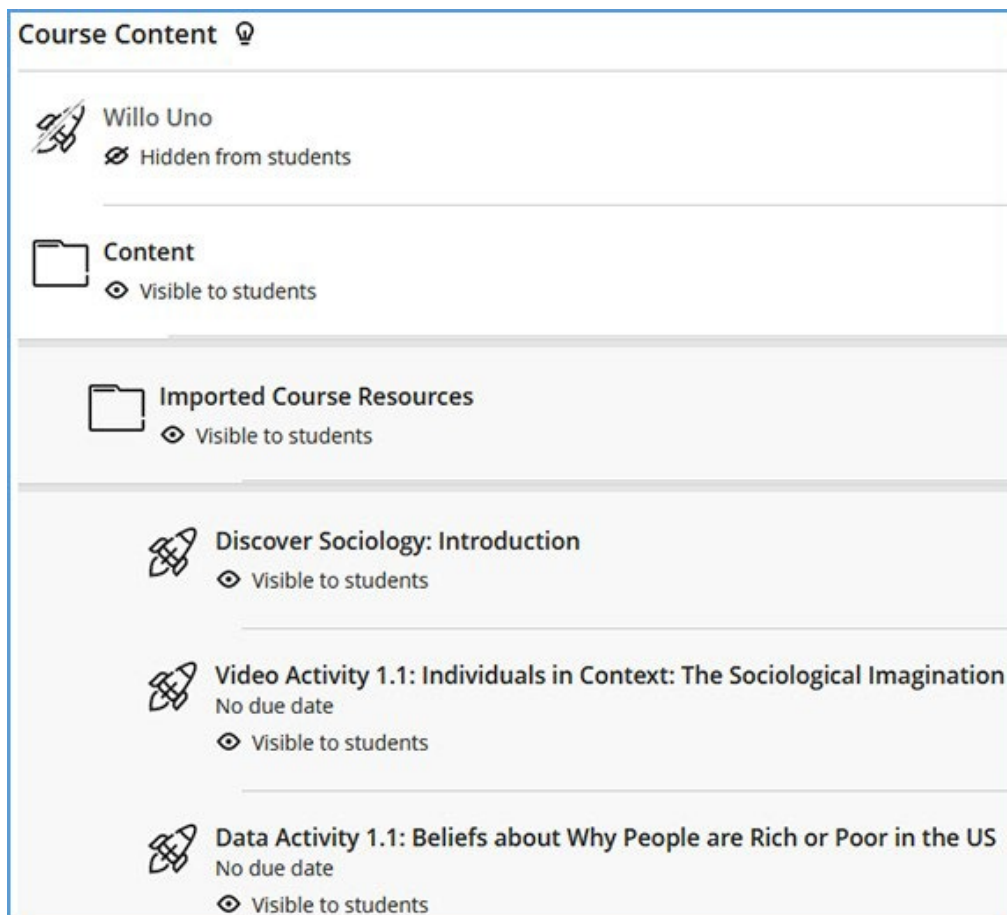
You will also see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.

## Links Added Successfully

Links have been successfully added to your course. Please return to your course.

You can visit your Blackboard gradebook to see the new columns that were added for your assignment selections.

7. When you are finished adding deep links and grade sync items to your Blackboard course, refresh the browser tab displaying your Blackboard course. The Vantage content can be found in the folder **Content > Imported Course Resources**.

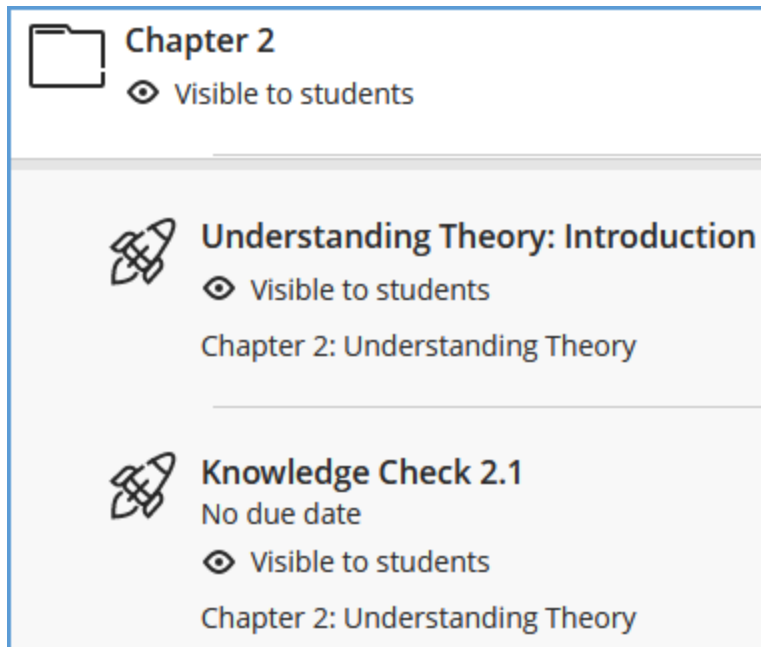


The screenshot displays the 'Course Content' page in Blackboard. At the top, it says 'Course Content' with a lock icon. Below this, there are several items listed:

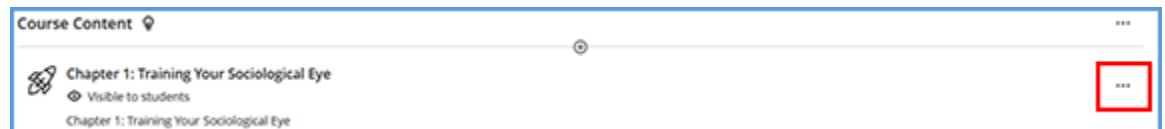
- Willo Uno**: Represented by a rocket icon, with a crossed-out eye icon and the text 'Hidden from students'.
- Content**: Represented by a folder icon, with an eye icon and the text 'Visible to students'.
- Imported Course Resources**: Represented by a folder icon, with an eye icon and the text 'Visible to students'.
- Discover Sociology: Introduction**: Represented by a rocket icon, with an eye icon and the text 'Visible to students'.
- Video Activity 1.1: Individuals in Context: The Sociological Imagination**: Represented by a rocket icon, with the text 'No due date' and an eye icon and the text 'Visible to students'.
- Data Activity 1.1: Beliefs about Why People are Rich or Poor in the US**: Represented by a rocket icon, with the text 'No due date' and an eye icon and the text 'Visible to students'.

8. Click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Blackboard gradebook.

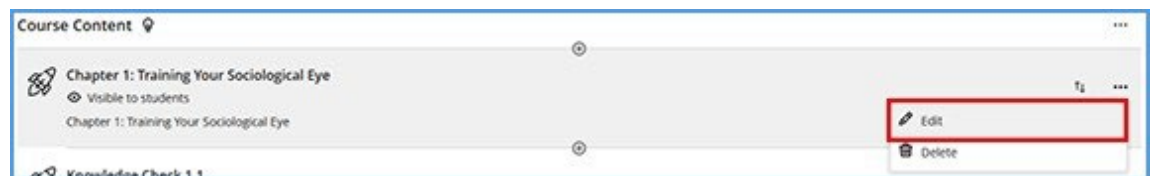
**Note:** If you add new grade sync items at a later date, you must click on a Vantage link again to complete the grade sync connection for the new items.



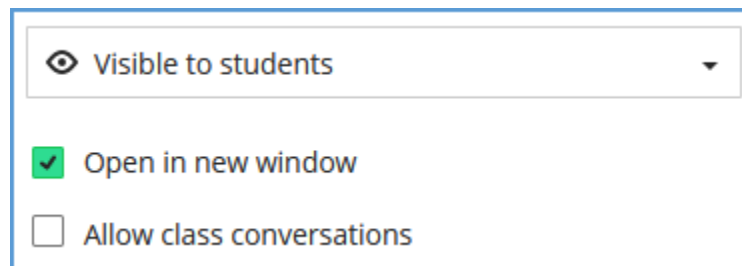
9. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.
  - a. Next to the Vantage link in your Blackboard course, expand the action menu (three horizontal dots).



- b. Choose **Edit**.



- c. Tick the checkbox to **Open in new window**.



A screenshot of a Blackboard assignment settings panel. At the top is a dropdown menu labeled "Visible to students" with an eye icon and a downward arrow. Below this are two checkboxes: "Open in new window" which is checked with a green checkmark, and "Allow class conversations" which is unchecked.

- d. Click **Save** in the bottom right corner.

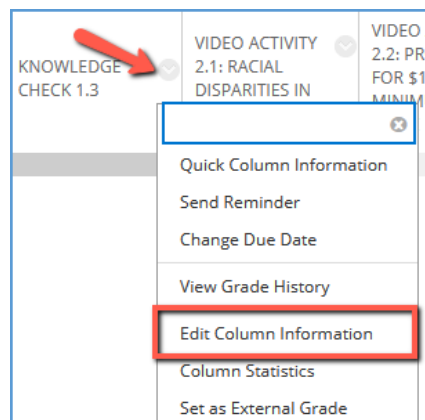
## Excluding Grades for Completion from the Blackboard Gradebook Calculations

Knowledge Checks, Video Activities, etc. are often assigned for completion instead of a grade in Vantage. If you choose to grade sync these assignments, the gradebook column in Blackboard will record the point value to show the assignment was completed.

While you may want your Blackboard gradebook to show these assignments were completed, you may not want to include these points in the final grade calculations. You can exclude these assignments from the final grade, but still allow them to display in the gradebook to show the assignment was completed.

### 1. Blackboard Original Course View

- a. Go to your Blackboard gradebook.
- b. Locate the assignment and click the action menu icon to the right of its name. In the list of available actions, click **Edit Column Information**.





- c. Scroll to the Options section which is at the bottom of the page. Next to the **Include this column in Grade Center calculations**, select the radio button for **No**.

**OPTIONS**


*Select **No** for the first option to exclude this Grade Center calculation.*

Include this column in Grade Center calculations	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show this column to students	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes <input checked="" type="radio"/> No

- d. Click **Submit** at the bottom right of the page.
- e. Repeat this process to exclude any assignments that you don't want to include in the final grade calculations.

## 2. Blackboard Ultra Course View

- a. Go to your Blackboard gradebook.
- b. At the bottom of the page, click **Set it up**.



**Set up the overall grade!**

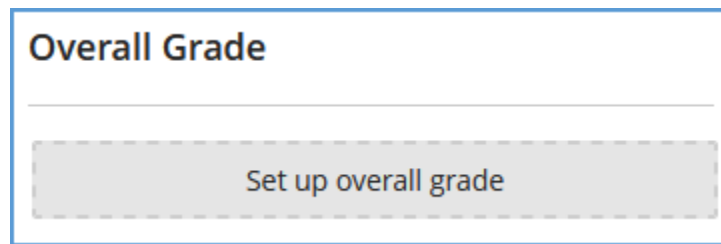
The overall grade helps students keep track of their performance in your course. You can select the gradebook items to include.

Set it up

[Hide this message](#)

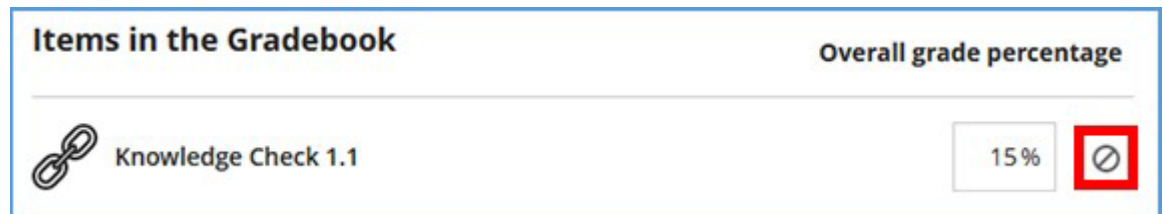
If you have previously hidden this message, click the gear icon at the top right of the page to open the Gradebook Settings panel. Scroll down to about the middle of the panel to the "Overall Grade" section and click **Set up overall grade**.

**Note:** If you have previously made changes to your gradebook setup, this will instead say **Manage overall grade settings**.

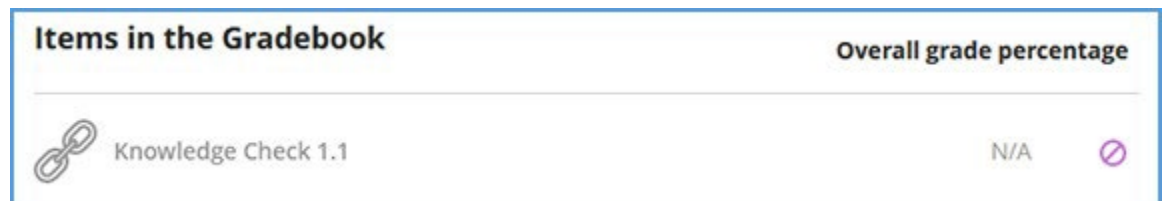


- c. For each assignment you wish to exclude from the final grade calculations, click the circle icon to the right of its name to exempt it from the final grade.















**TIP:** If you sort assignments into categories, you can use this same process to exempt categories instead of individual assignments.



- d. Once you click the icon, it turns purple to indicate the grade is exempted. The title of the assignment becomes lighter grey. The percentage points will also change to "N/A."



- e. If necessary, readjust percentage points for graded assignments so that the total is 100%.

Items in the Gradebook	Overall grade percentage
 Knowledge Check 1.1	N/A 
 Video Activity 1.1: Gender and Diversity in Silicon Valley	N/A 
 Data Activity 1.1: Understanding Suicide	<input data-bbox="1328 588 1430 651" type="text" value="20%"/> 
 Chapter Test 1	<input data-bbox="1328 705 1430 768" type="text" value="40%"/> 
 Knowledge Check 2.1	N/A 
 Video Activity 2.1: Racial Disparities in Education	N/A 
 Chapter Test 2	<input data-bbox="1328 1058 1430 1121" type="text" value="40%"/> 
<b>Total: 100%</b>	

- f. Click **Save** at the bottom right of the page.