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.

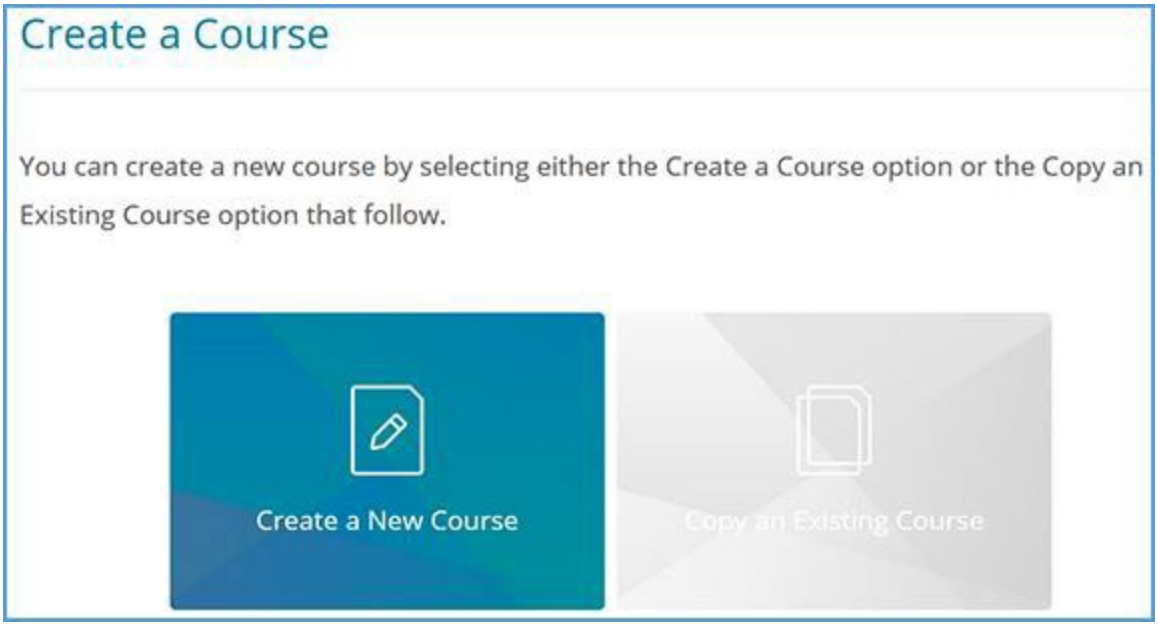
Visit https://vantage.sagepub.com to Login or Sign Up for Vantage. If you are not sure what your password is, you can click the "Forgot Password?" link to reset it.

Create a New Course

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

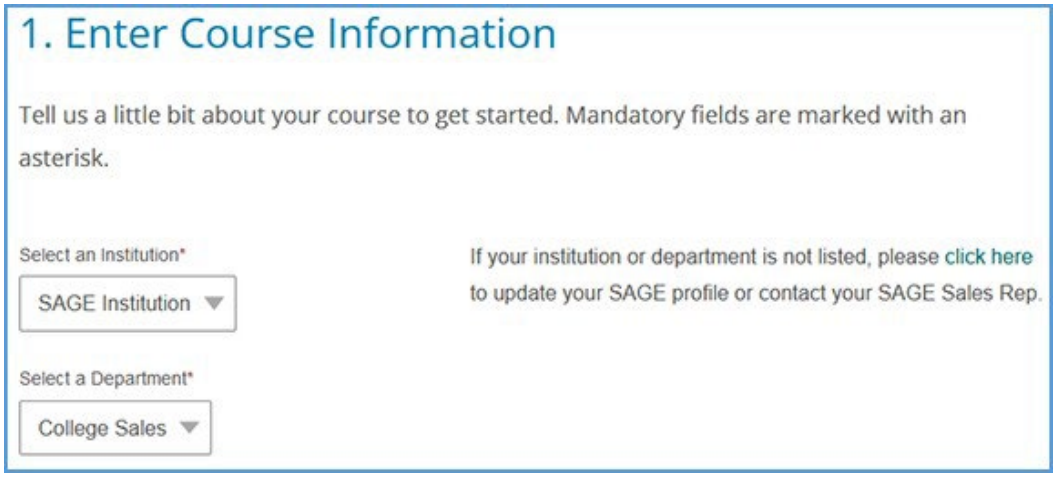
the course creation process. If you have created a course before, you can use the **Create Course** button at the top right of your My Courses Dashboard to create a new course.

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



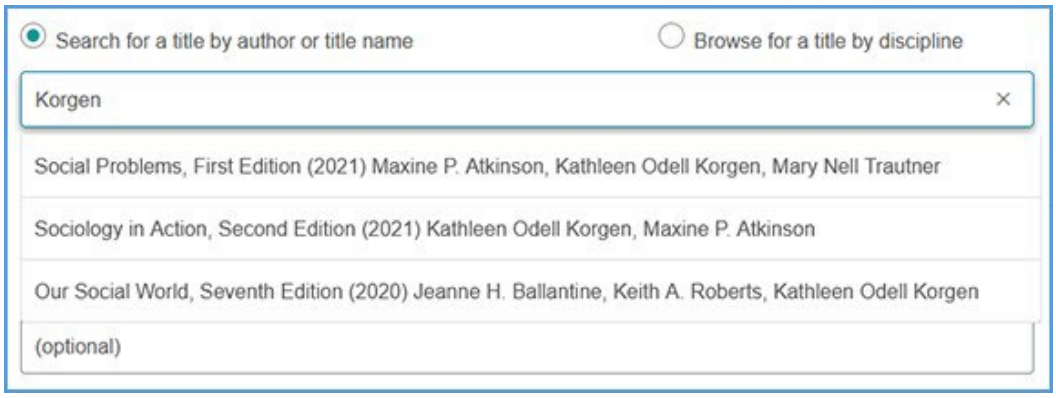
2. Complete the Course Information page (1. Enter Course Information). Mandatory fields are marked with an asterisk.

    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.

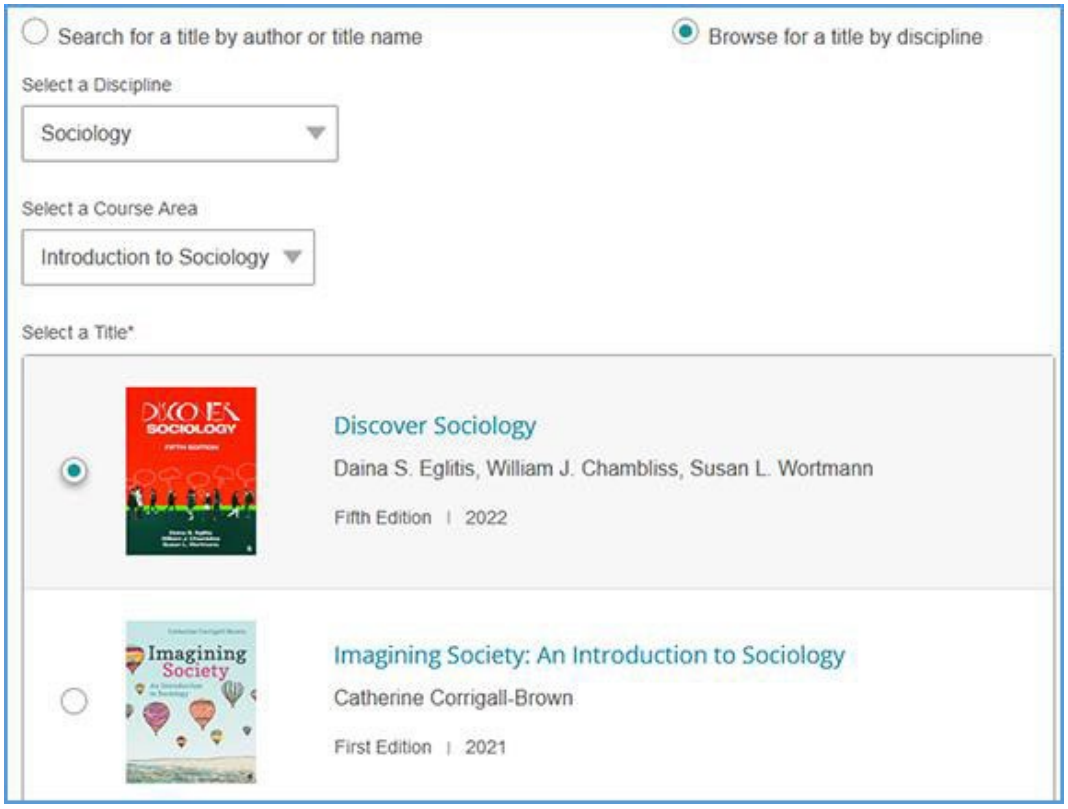


b. Locate the title you wish to use. There are two ways to find it.

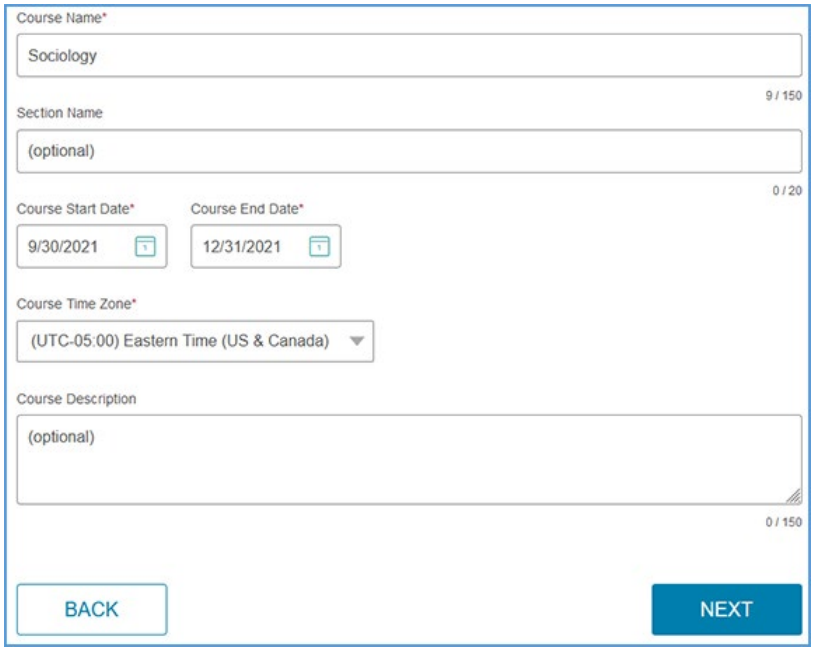
You can start typing to search by author or title.



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.



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.



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.

Sage Vantage

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 recieve 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?

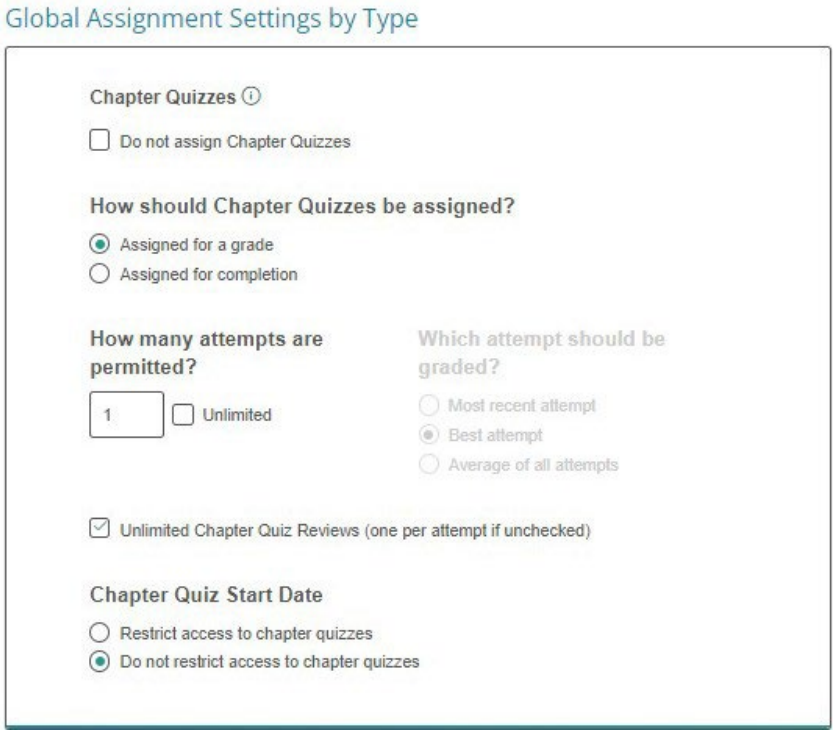
40 %

- (•) Display on Student Dashboard
- ( ) Do not display on Student Dashboard

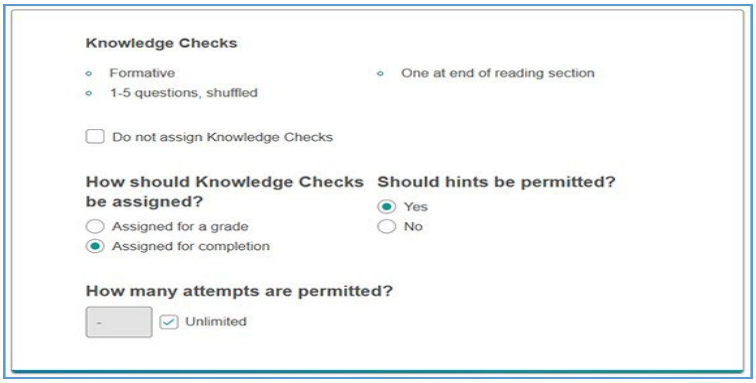
a. **Gradebook Settings**
Default: Accept late assignments, Assign short answer questions for each activity type, Critical Thinking Checks, Vantage grade to date and overall Vantage % of students' overall grade

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



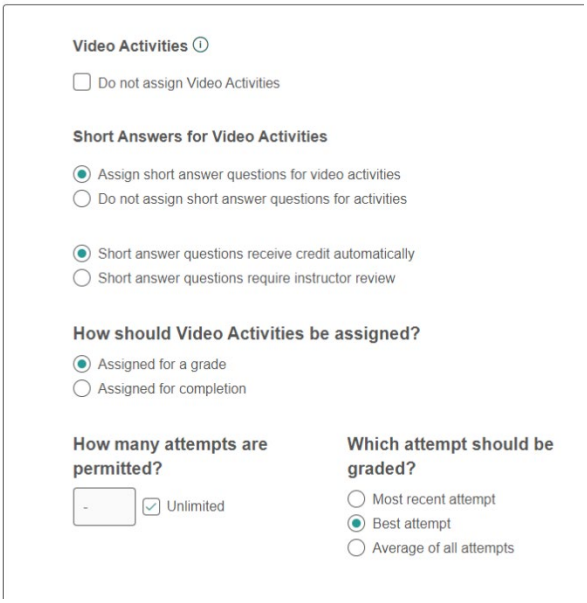
ii. **Knowledge Checks**
Default: Assigned for completion, Hints are allowed, Unlimited attempts



iii. **Critical Thinking Checks**

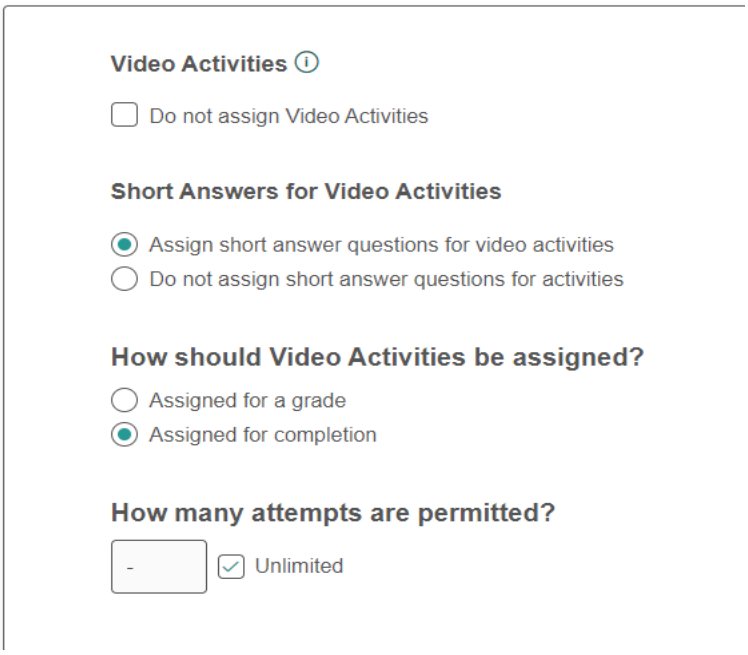
(If you elected not to assign short answer and Critical Thinking Checks earlier on this page, you will not see this section)

Default: Assigned for completion, Unlimited attempts

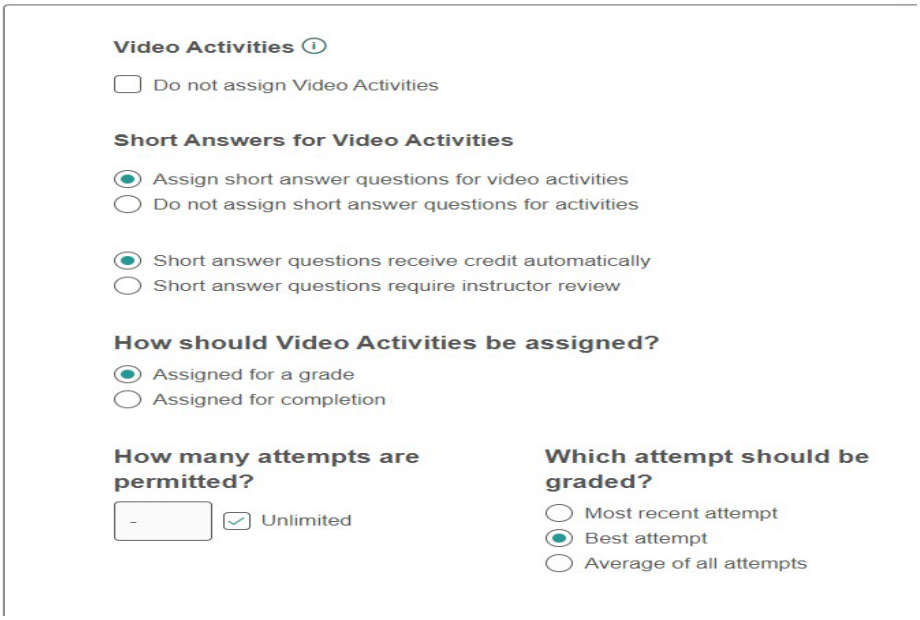


iv. **Video Activities, Data Activities, Reading Activities**

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

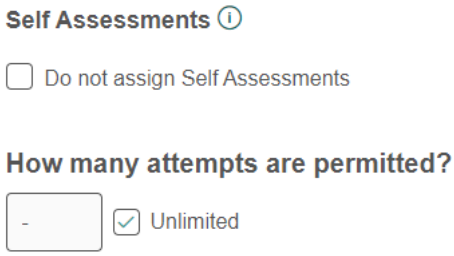


v. If assigned for a grade, will have a choice to receive credit automatically or require instructor review.



vi. **Self Assessments**

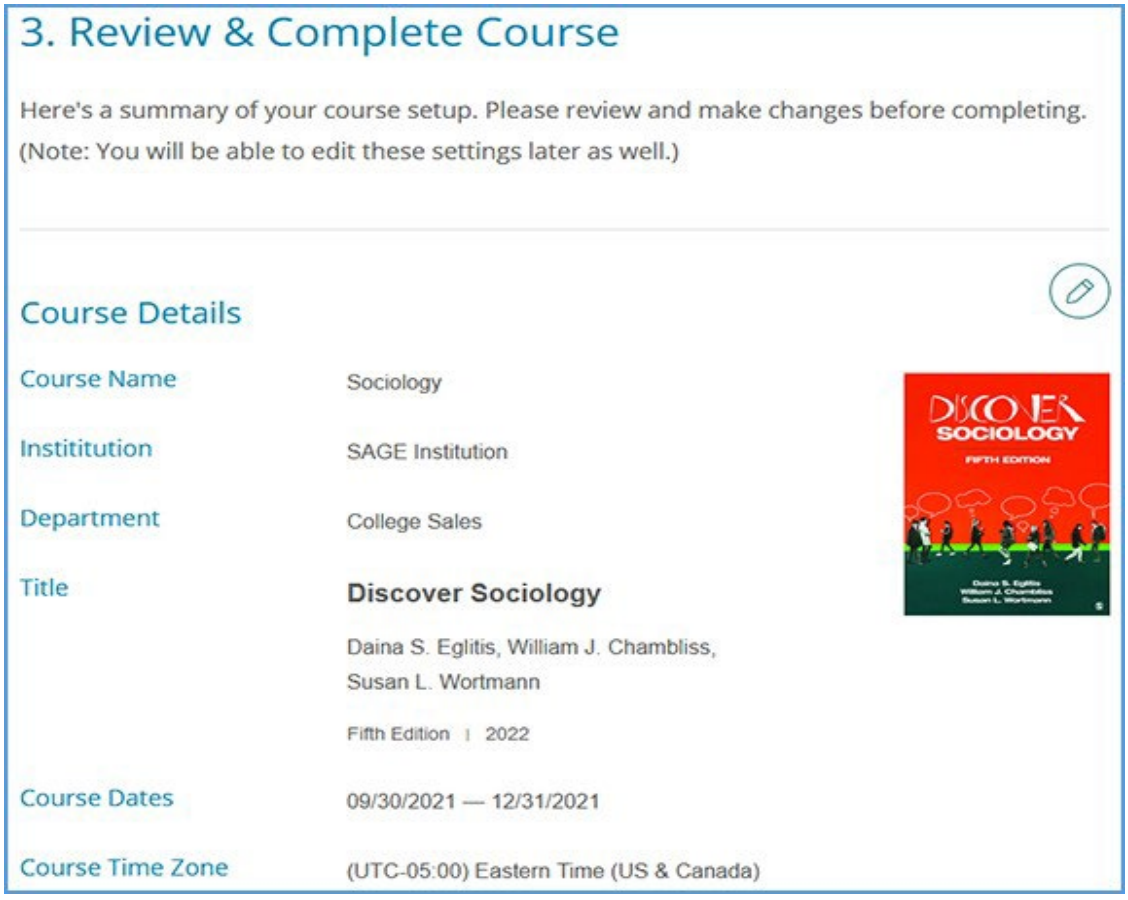
Default: Are for completion only



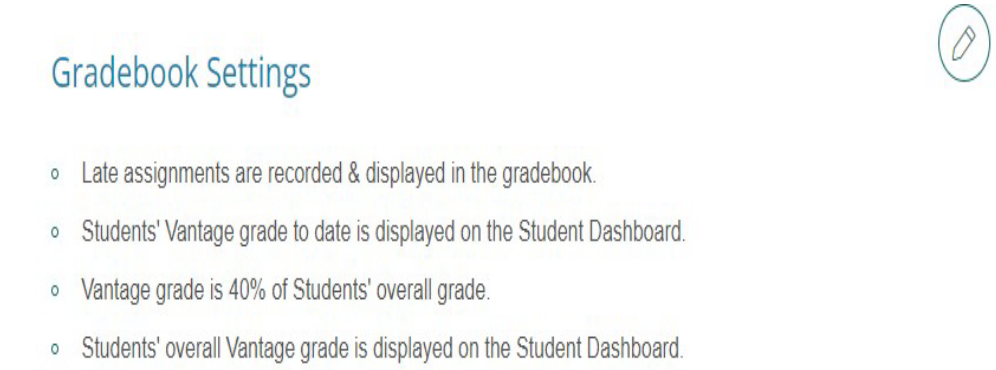
c. Click **Review** to verify your course settings.

7. **Review the Course Details** on the Review page (3. Review & Complete Course) to double check the settings you made for your course.

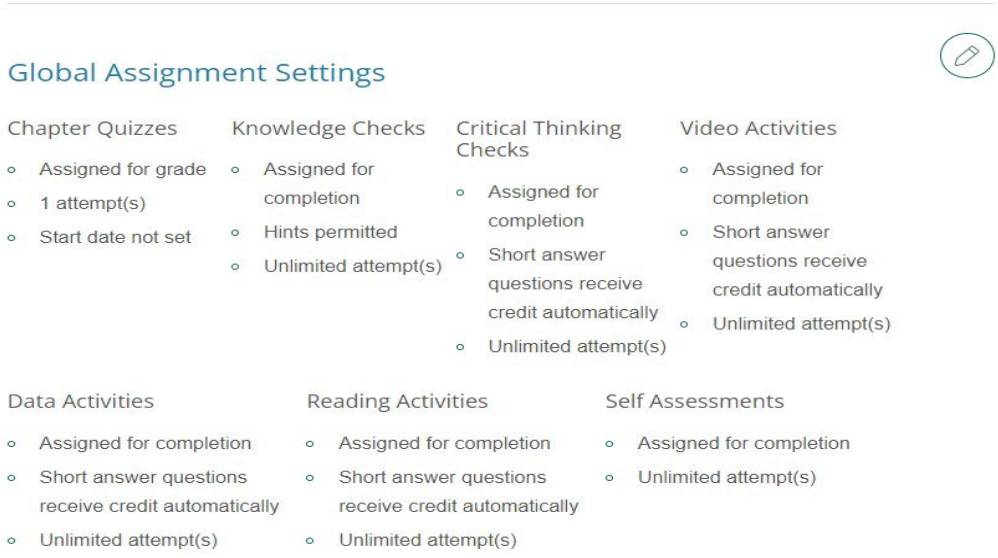
   a. If you need to make changes, click the pencil icon to the right of this section.



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

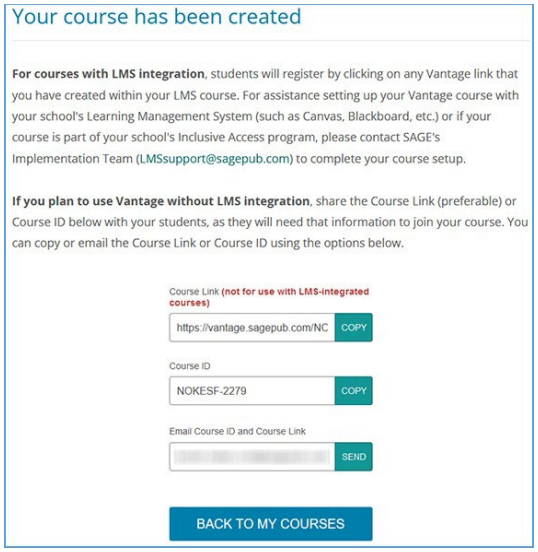


c. Review the Global Assignment Settings. If you need to make changes, click the pencil icon to the right of this section.

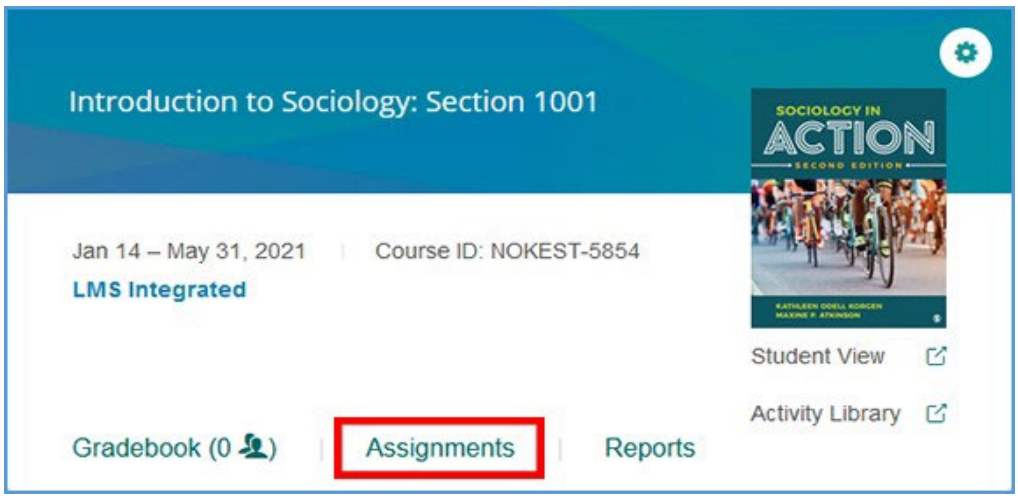


d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

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.



8. 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.



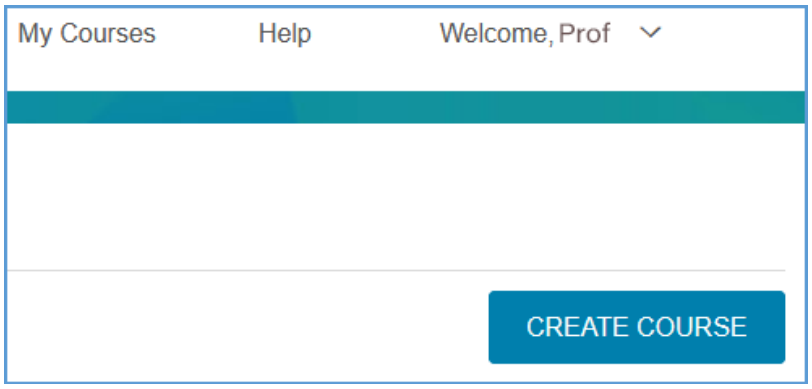
9. Once you have finished editing Chapters and Assignments, your Vantage course can be paired with your Blackboard course

Copy an Existing Course

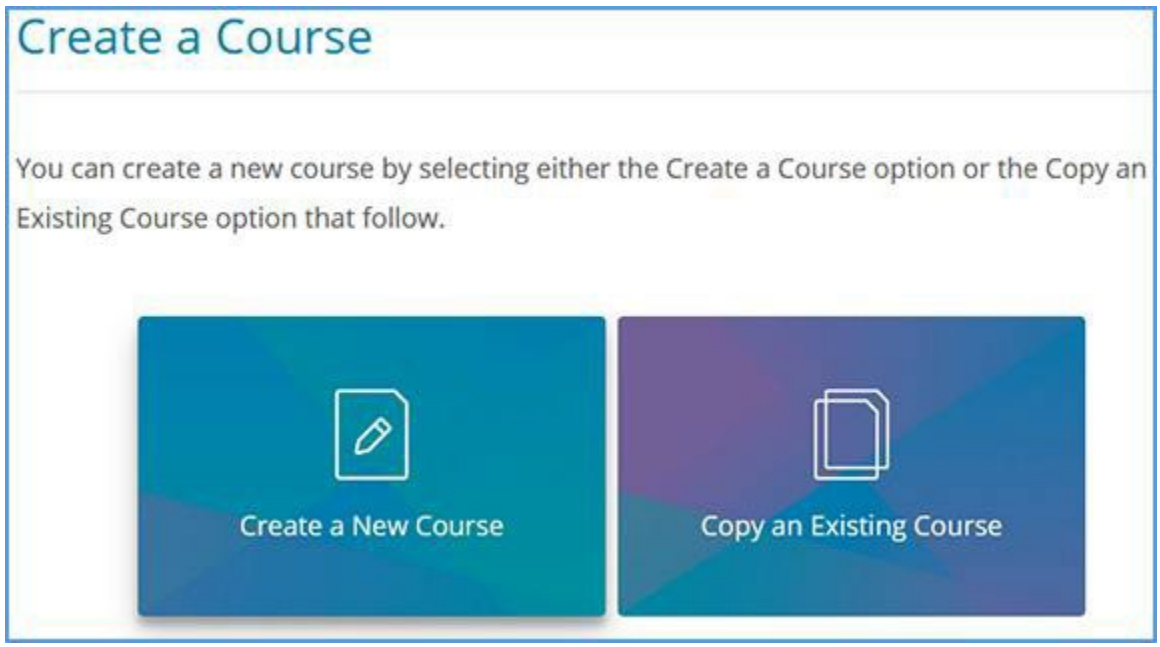
If you have created a Vantage course in the past, you may wish to copy that course to use for another section in the same term or for a new term.

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.

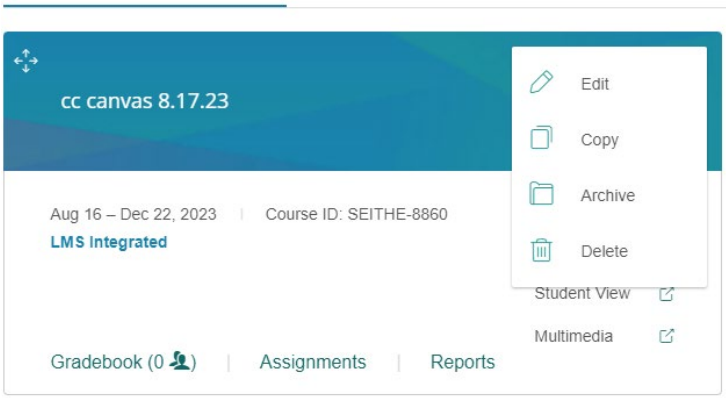
1. Click **Create Course** at the top right of your My Courses Dashboard.



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



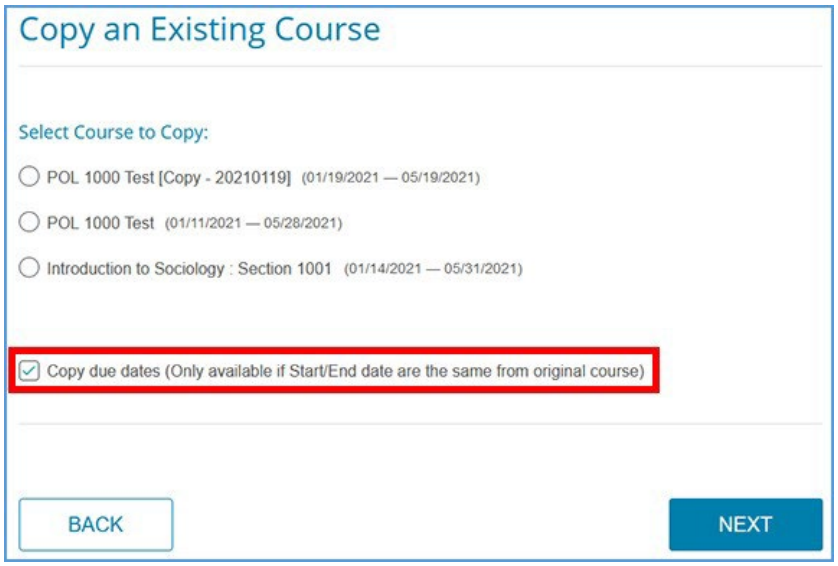
Or **Click on the Cogwheel above the cover of the textbook** and click copy**.**



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.**

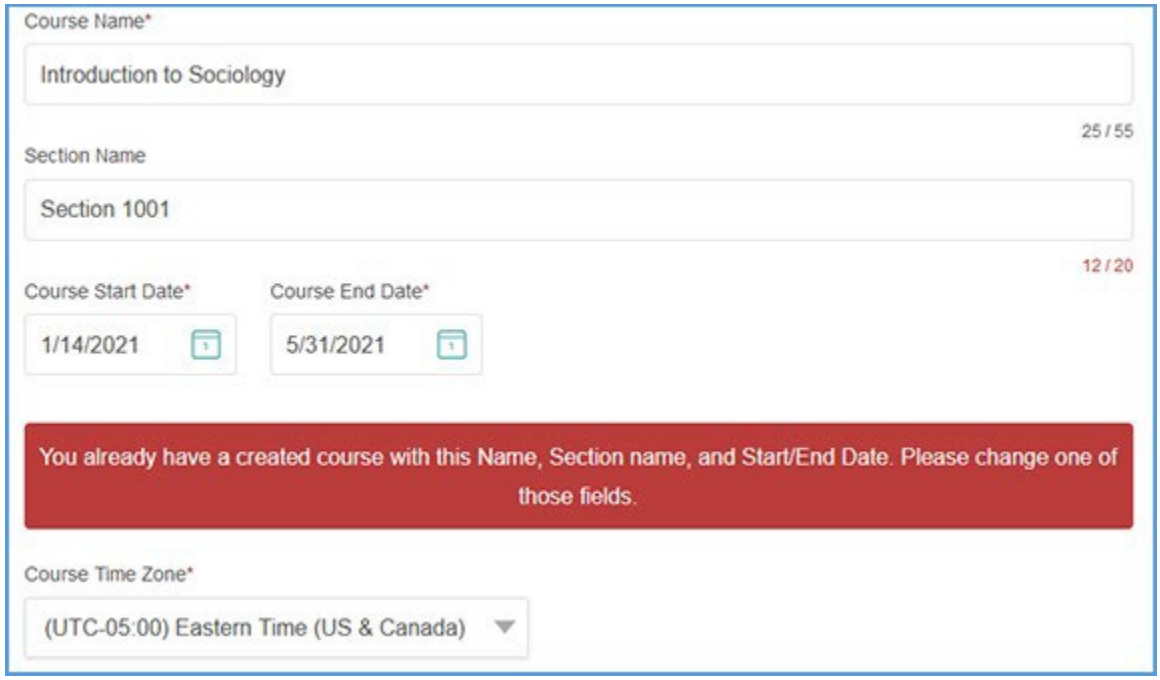
    a. Choose the course you wish to copy.

    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.



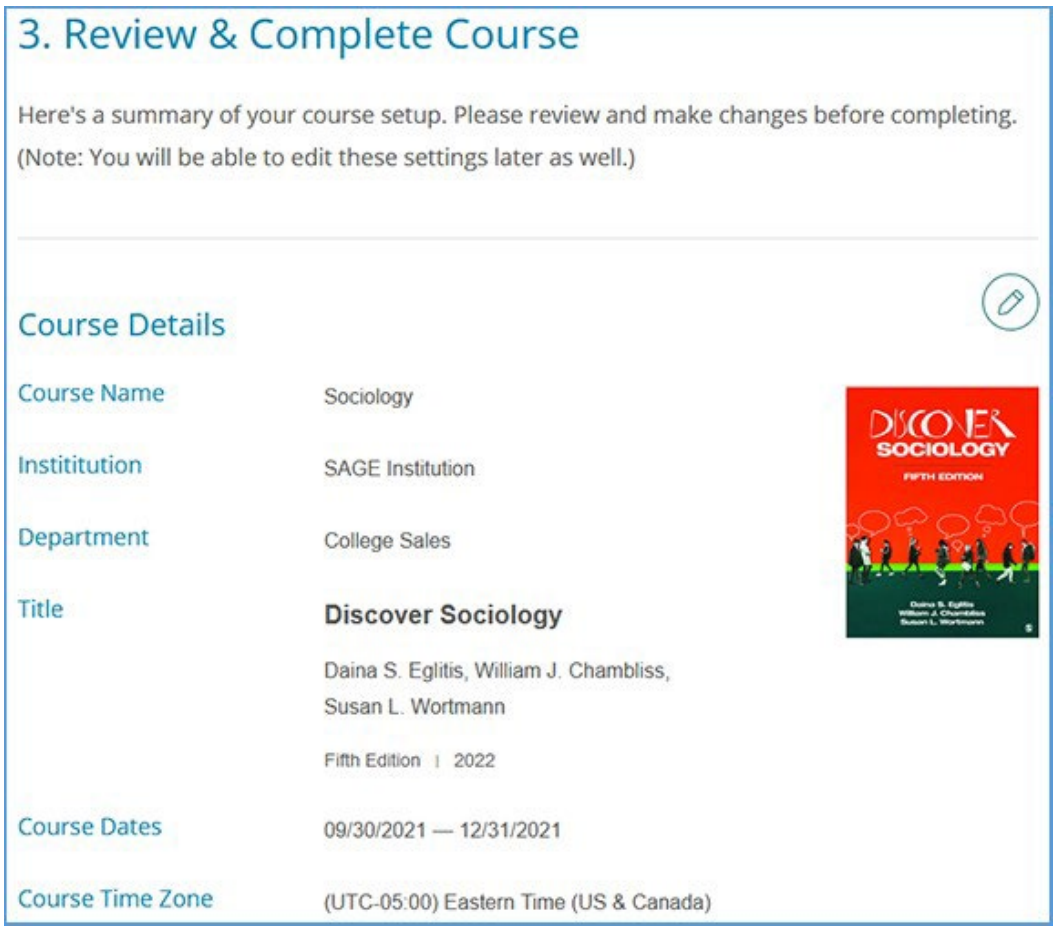
    c. Click **Next** to start the course creation process.

3. 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**.



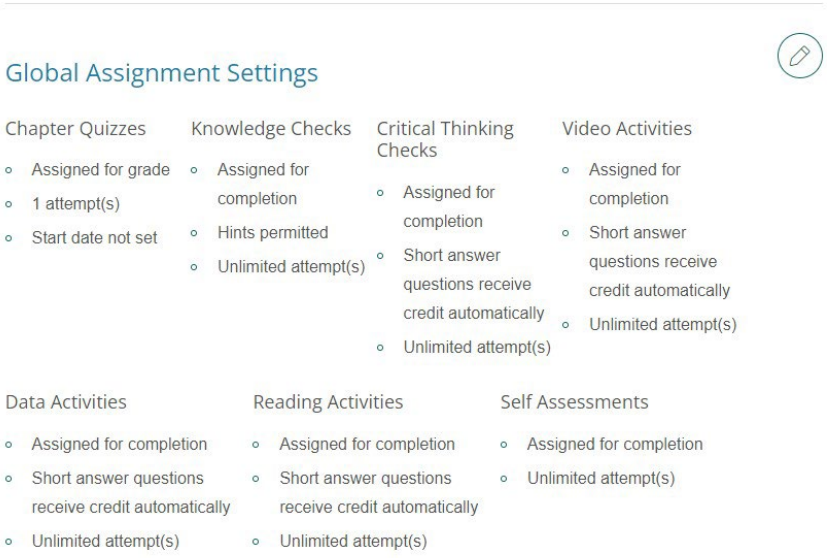
4. On the Review page (3. Review & Complete Course), you can double check the settings you made for your course.

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



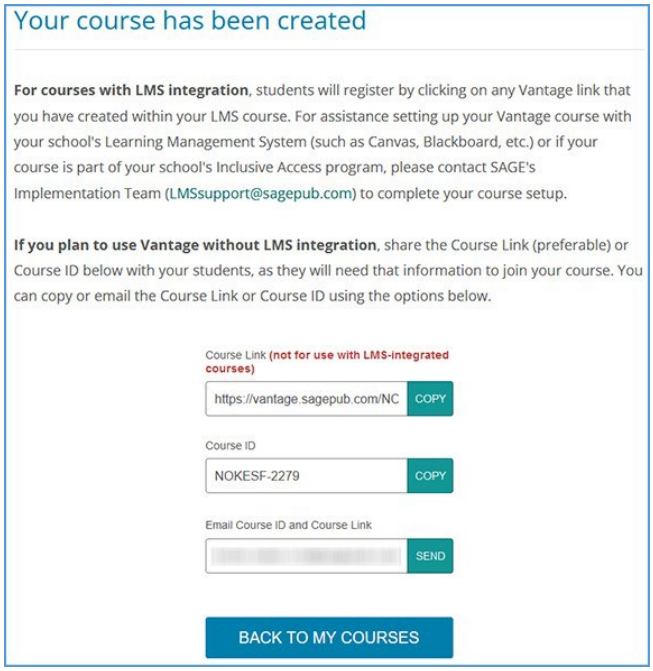
b. Review the Gradebook Settings. If you need to make changes, click the pencil icon to the right of this section.

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

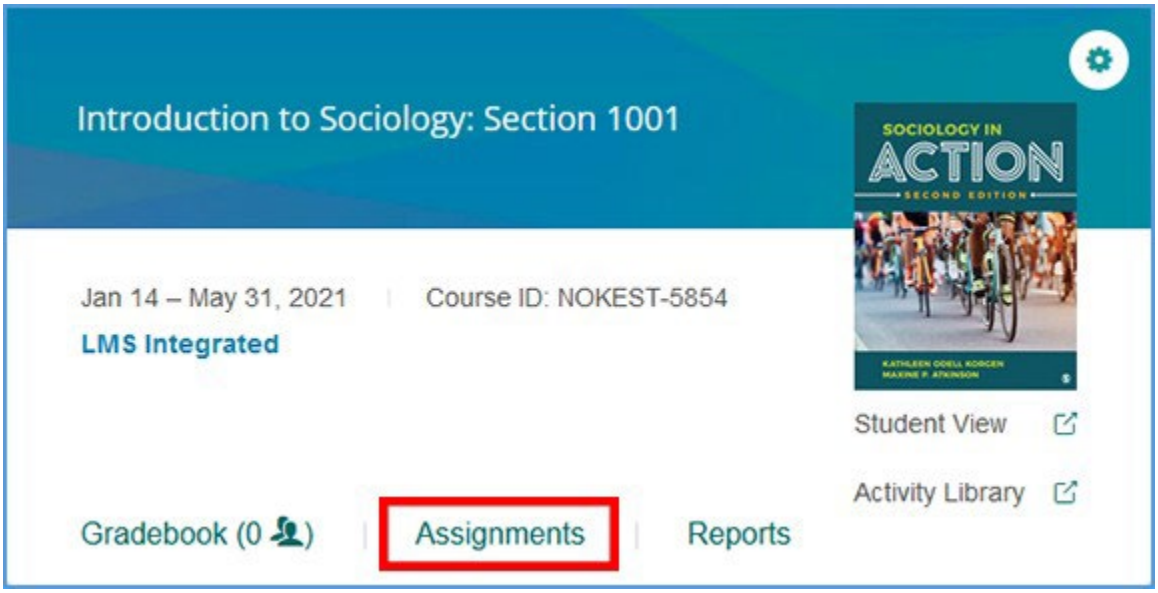


d. Click **Complete** to finish creating your course. On the course creation confirmation page, you can click the respective **Copy** buttons to copy your course link (used for non-LMS integrated courses only) or Course ID. You can then paste these details to wherever you want to store the information.

   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.



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.

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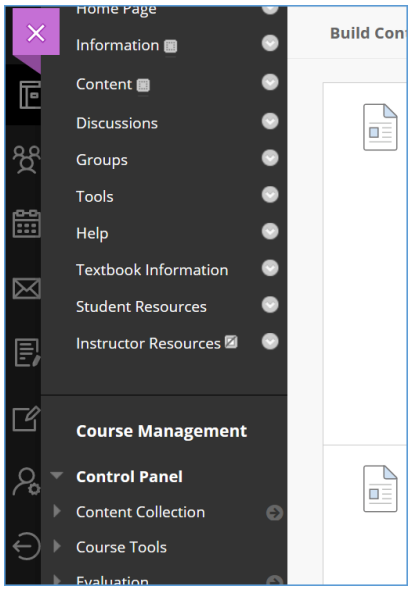
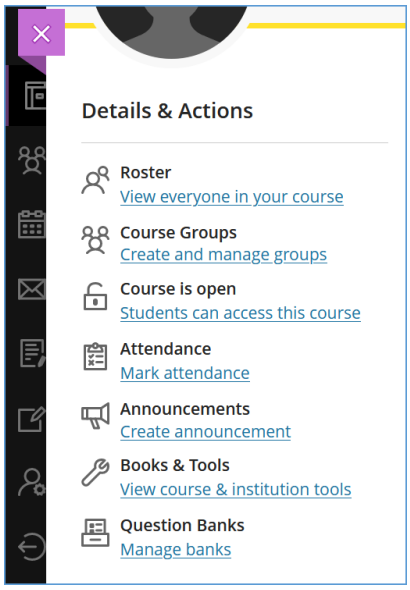
Original Course View	Ultra Course View
	

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**.

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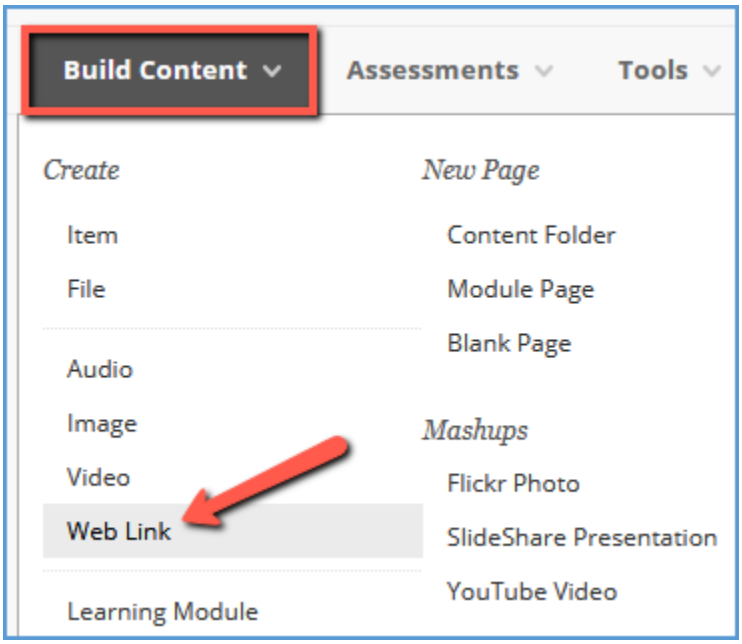


2. Complete the Web Link details.

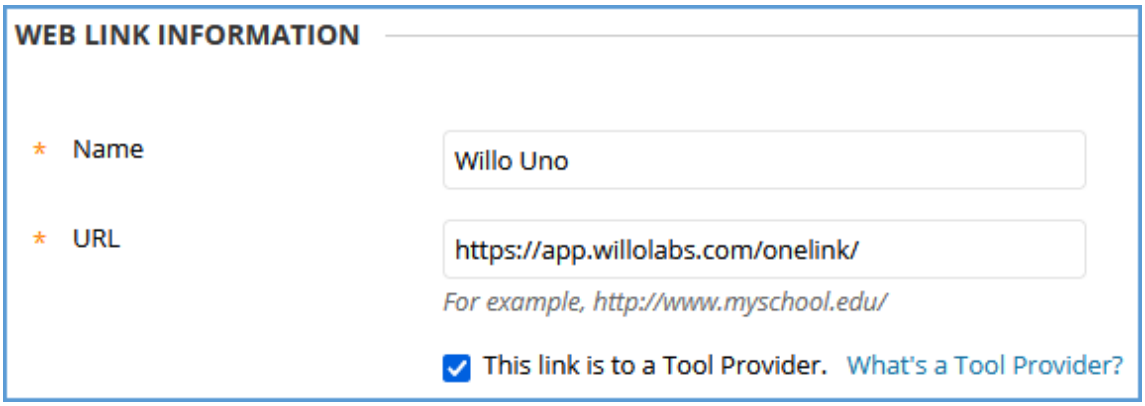
    a. **Name**: Willo Uno

    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



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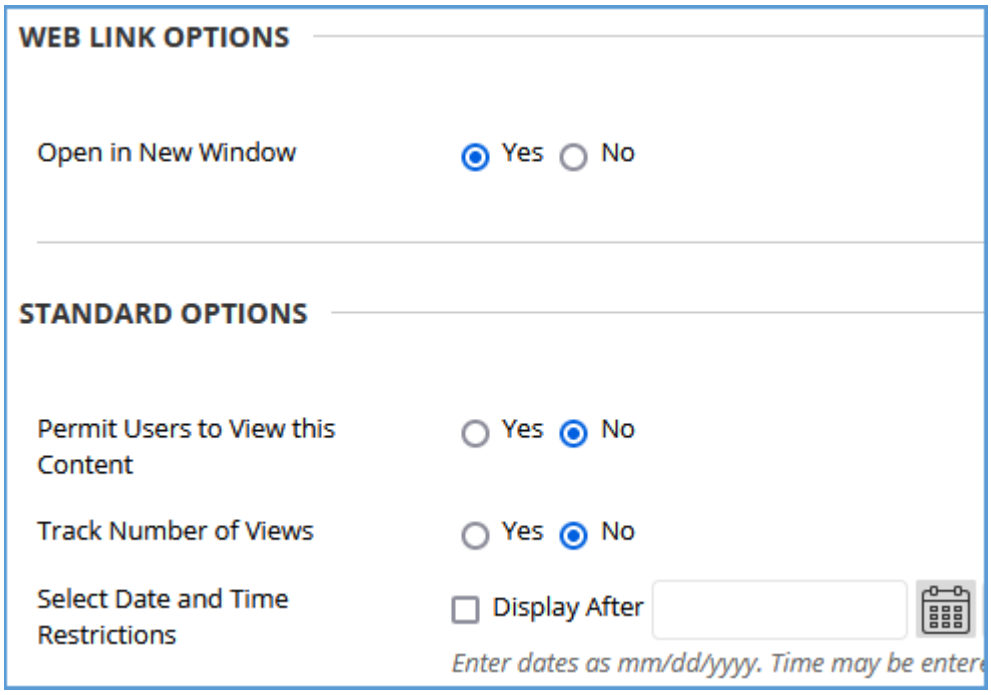
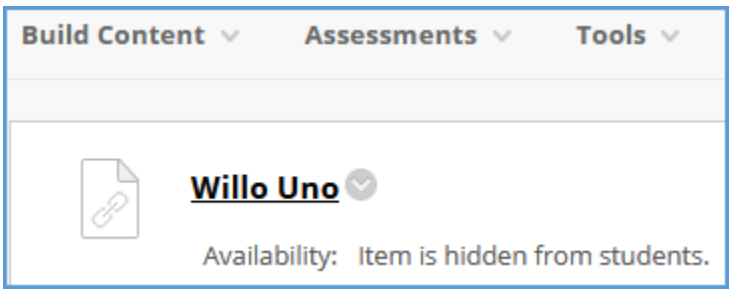


f. Click **Submit** at the bottom right of the page to add the link.

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**.

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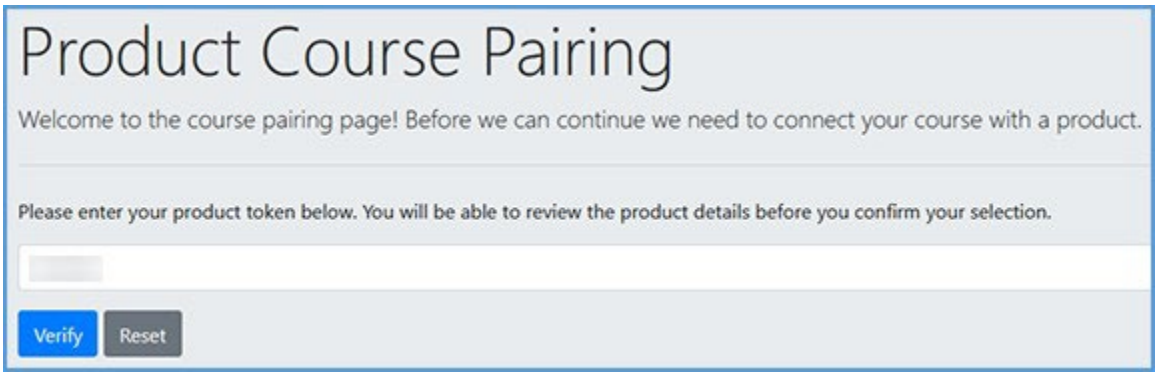
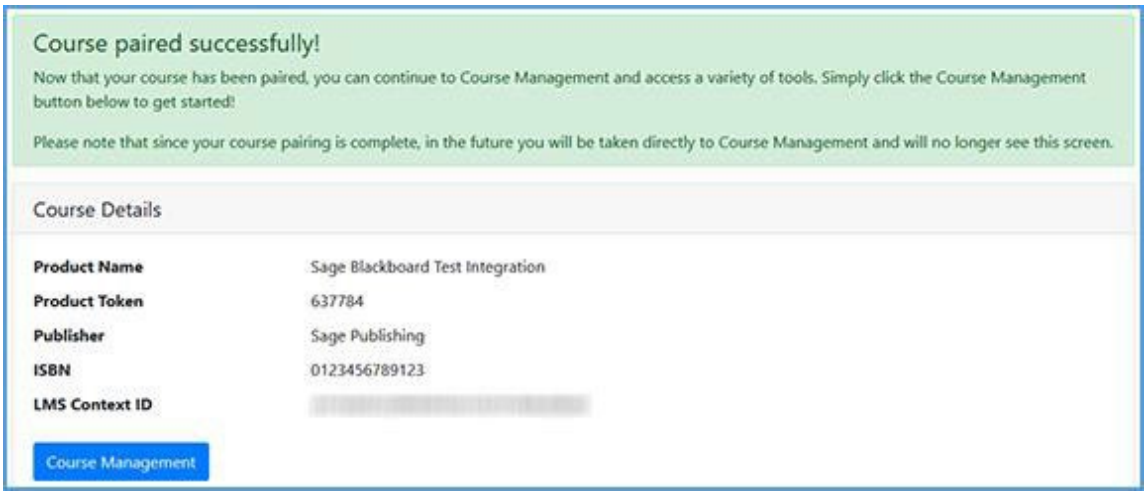


5. The product details matching your product token will display. If they are correct, click **Confirm**. If they are not correct, you can click the **Reset** button that appears above the product details to add a new product token.

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



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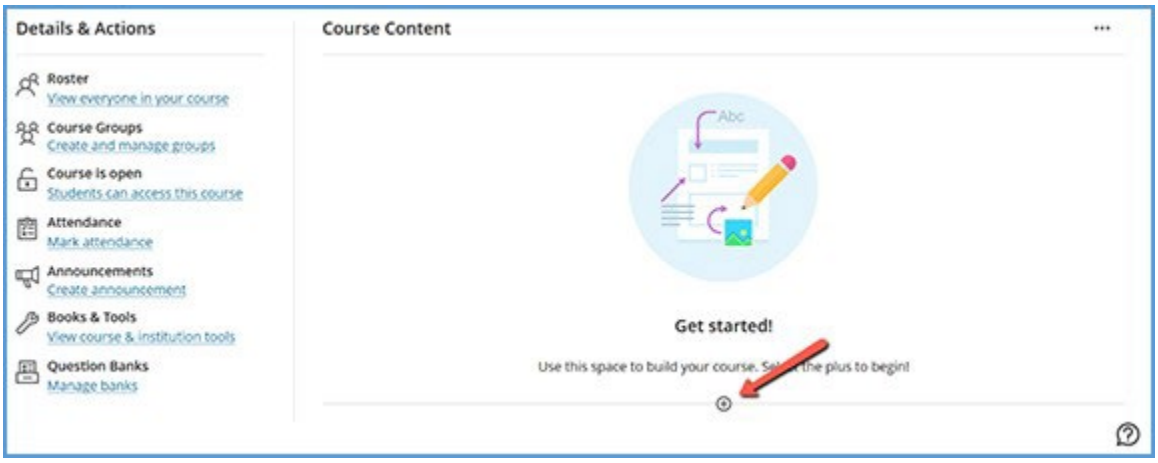
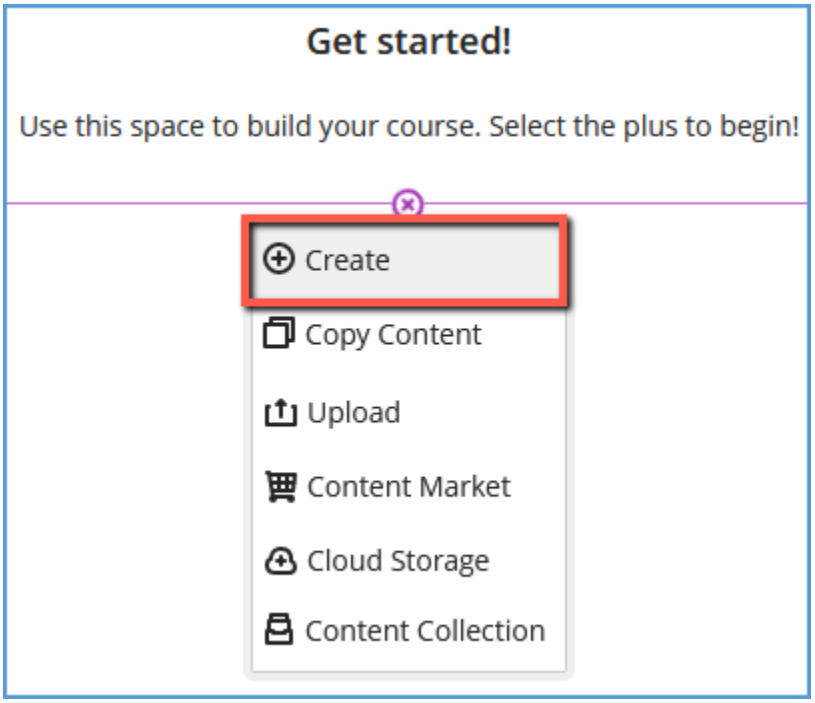
Willo Labs in Ultra Course View

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.

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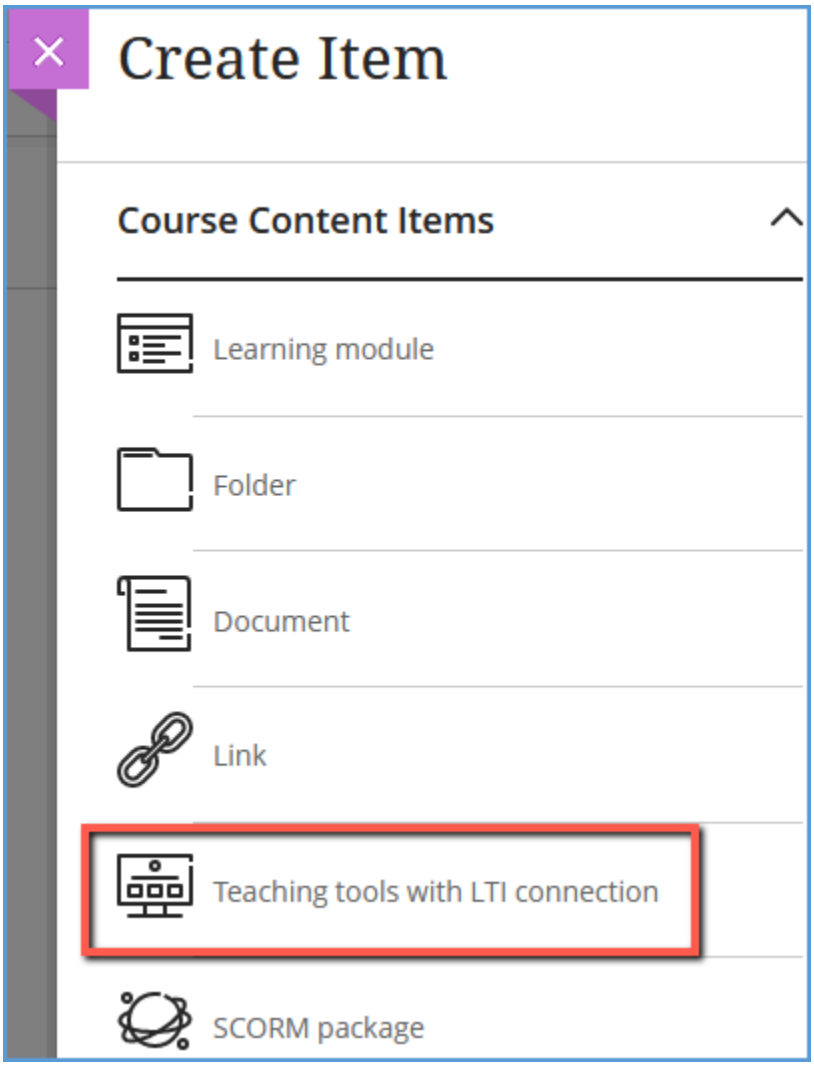

4. Complete the LTI Link Details.

    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/
    (Leave the dropdown set to **https://**)

    c. **Open in new window**: Check the box

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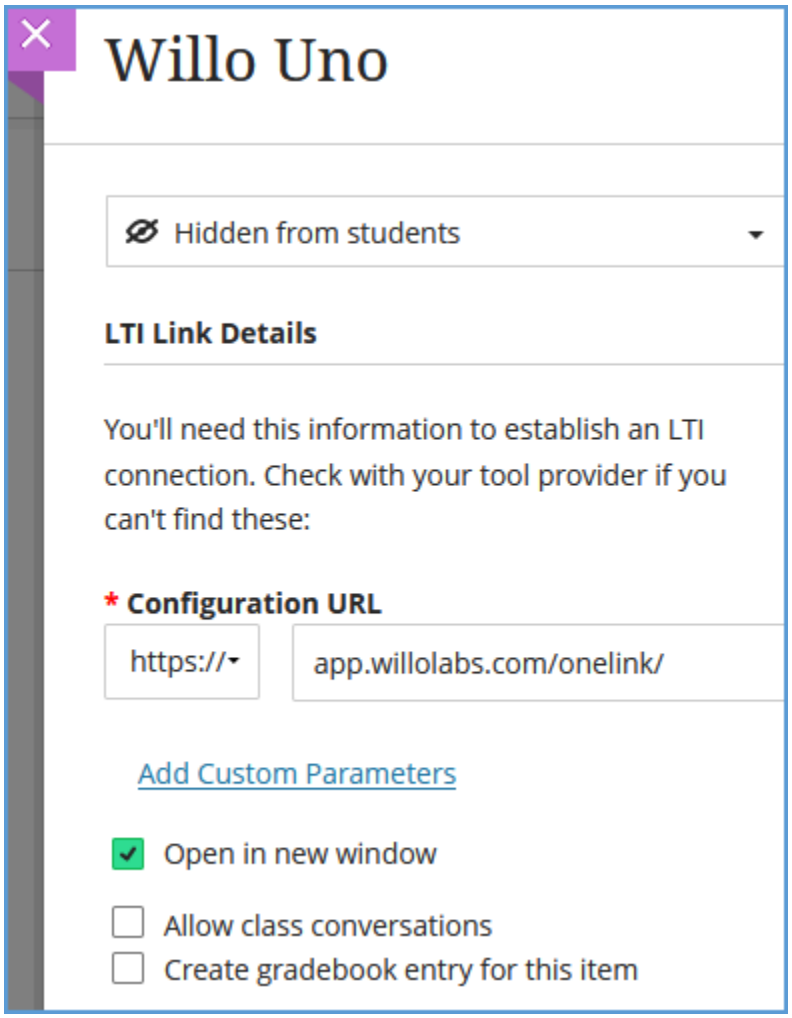
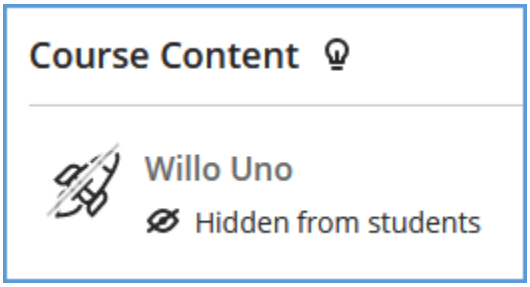


d. Click **Save** at the bottom of the panel.

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**.

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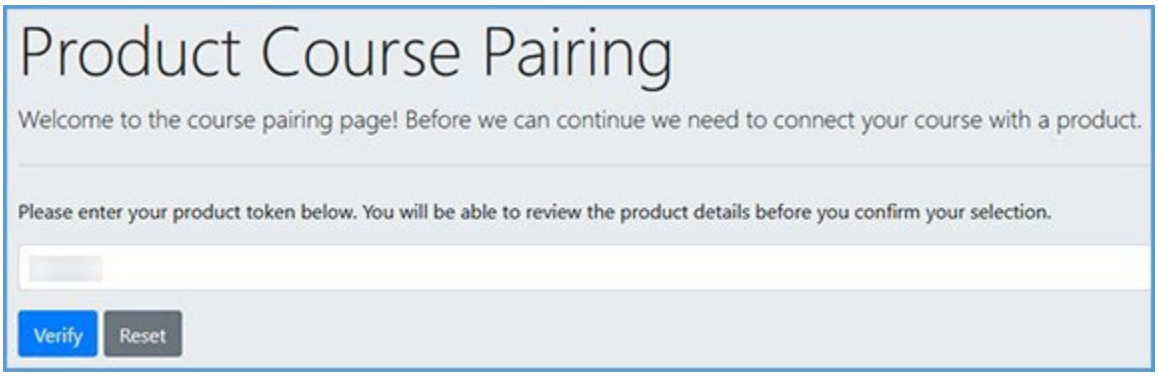
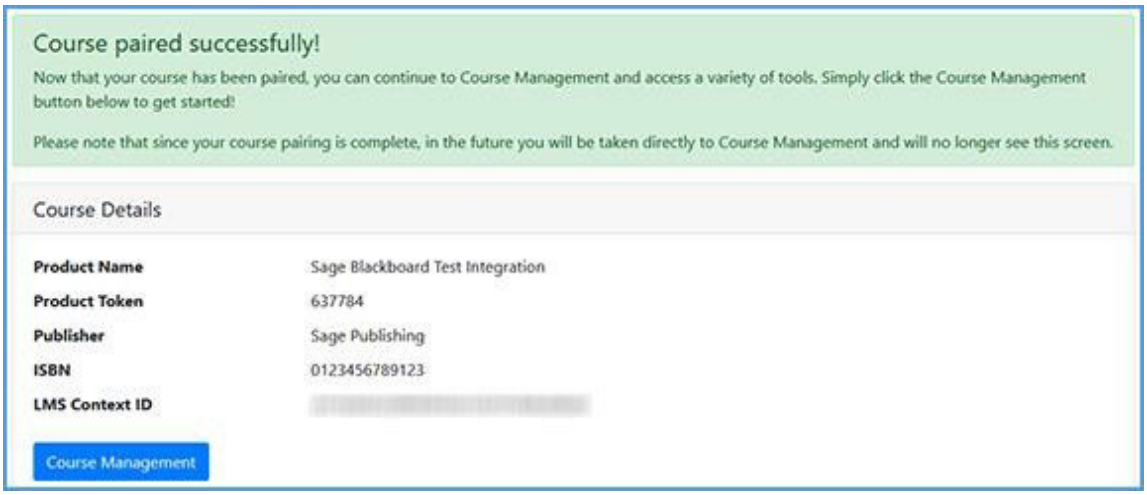


7. The product details matching your product token will display. If they are correct, click **Confirm**. If they are not correct, you can click the **Reset** button that appears above the product details to add a new product token.

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



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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.

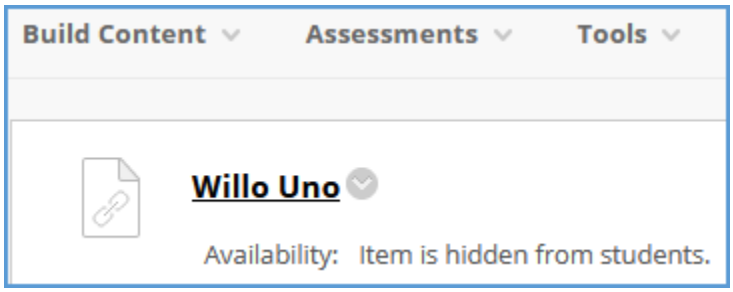
Choose your course view to create Deep Links and Grade Sync:

- Original Course View
- Ultra Course View

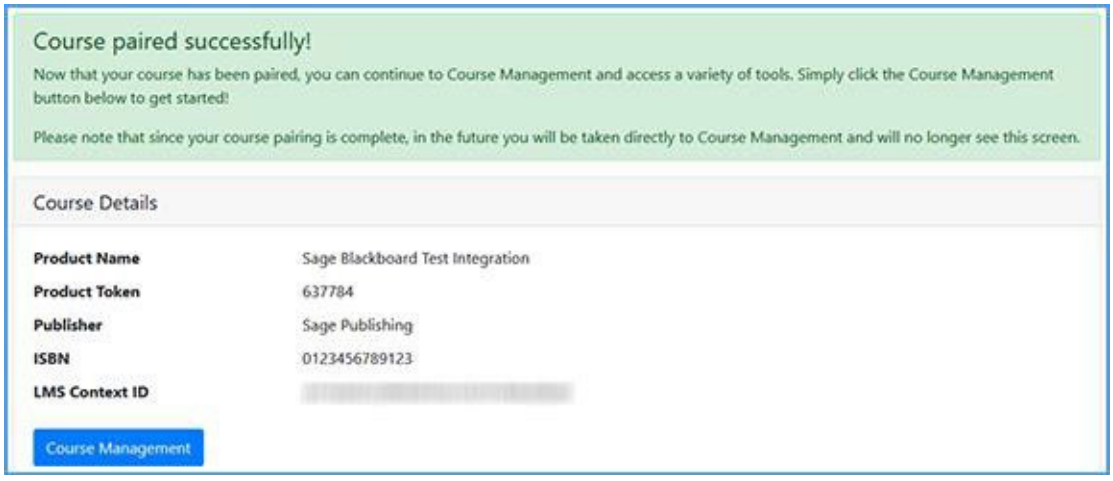
Blackboard Courses Using Original Course View

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**.



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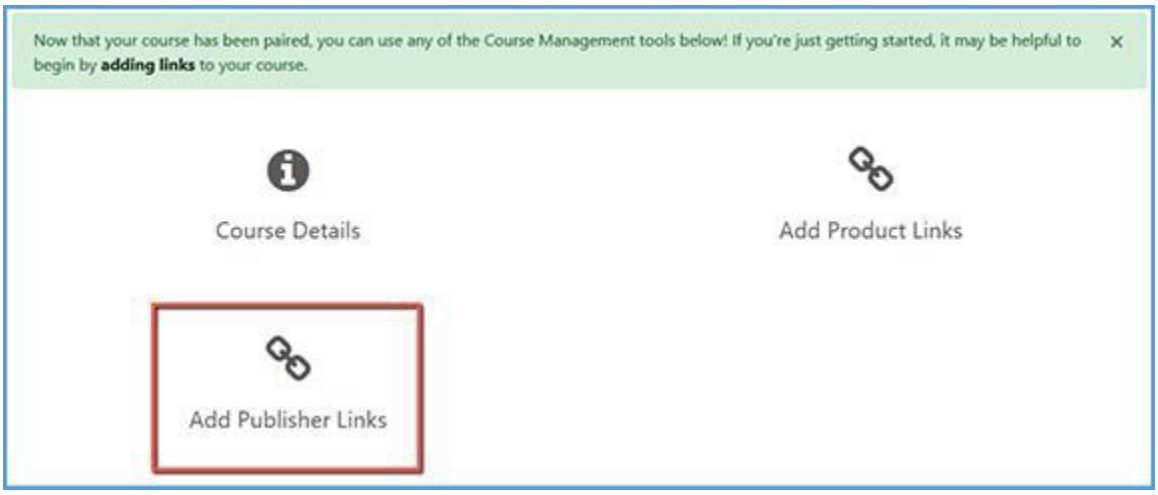
2. Click **Add Publisher Links**.



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.

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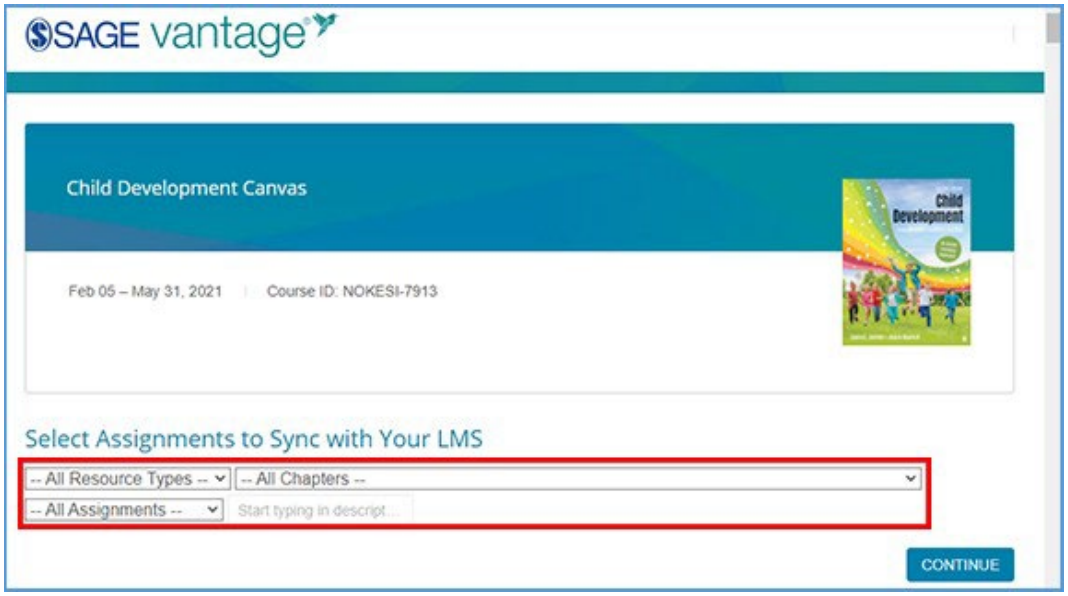
5. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

   The dropdown menu options are

   a. **Resource Types** – Filter by a single resource type such as Readings, Chapter Quizzes, etc.

   b. **Chapters** – Filter content by a single chapter

   c. **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

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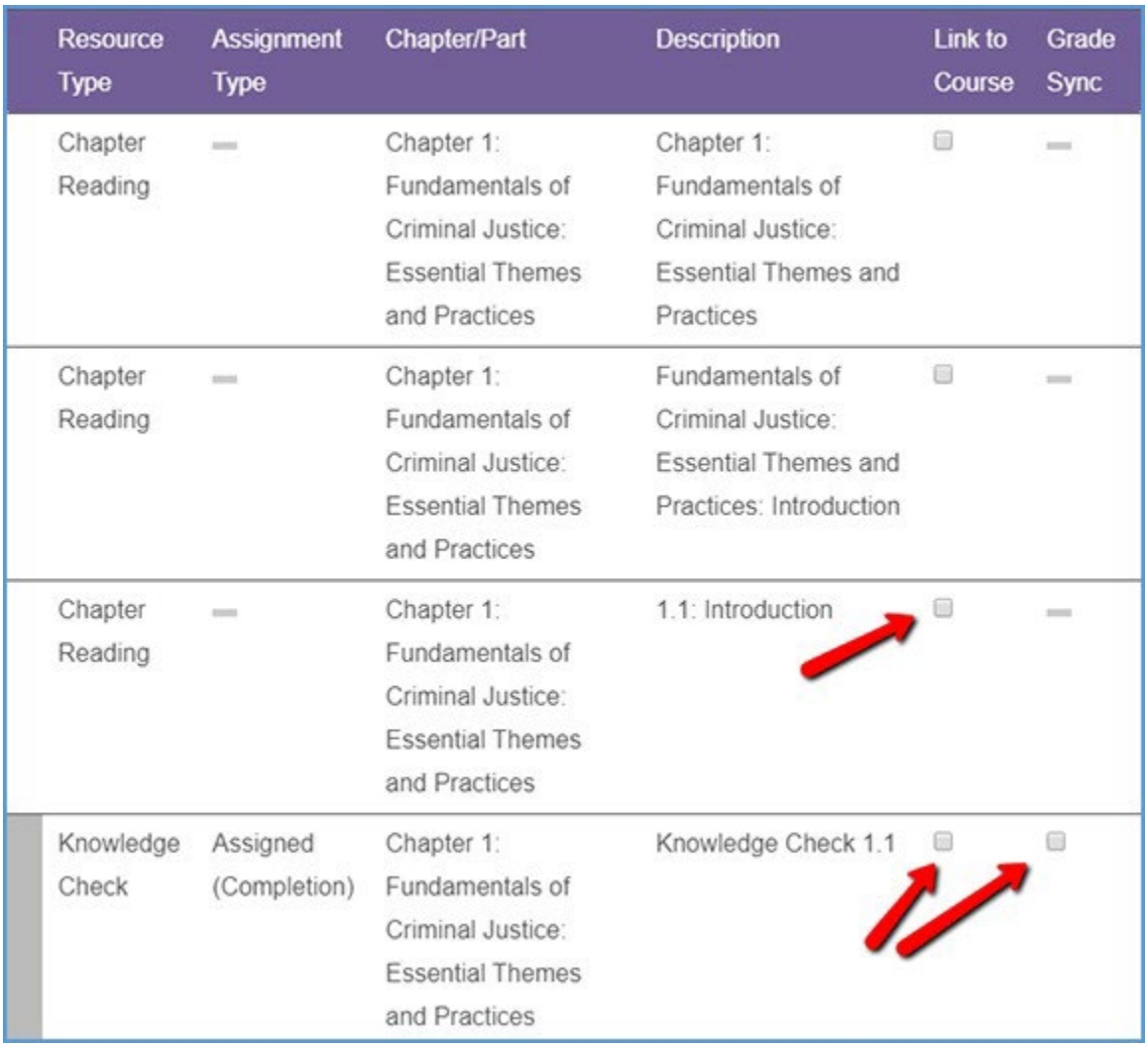
indicating it's already synced.



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	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Fundamentals of Criminal Justice: Essential Themes and Practices: Introduction	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	1.1: Introduction	☐	—
Knowledge Check	Assigned (Completion)	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Knowledge Check 1.1	☐	☐

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.

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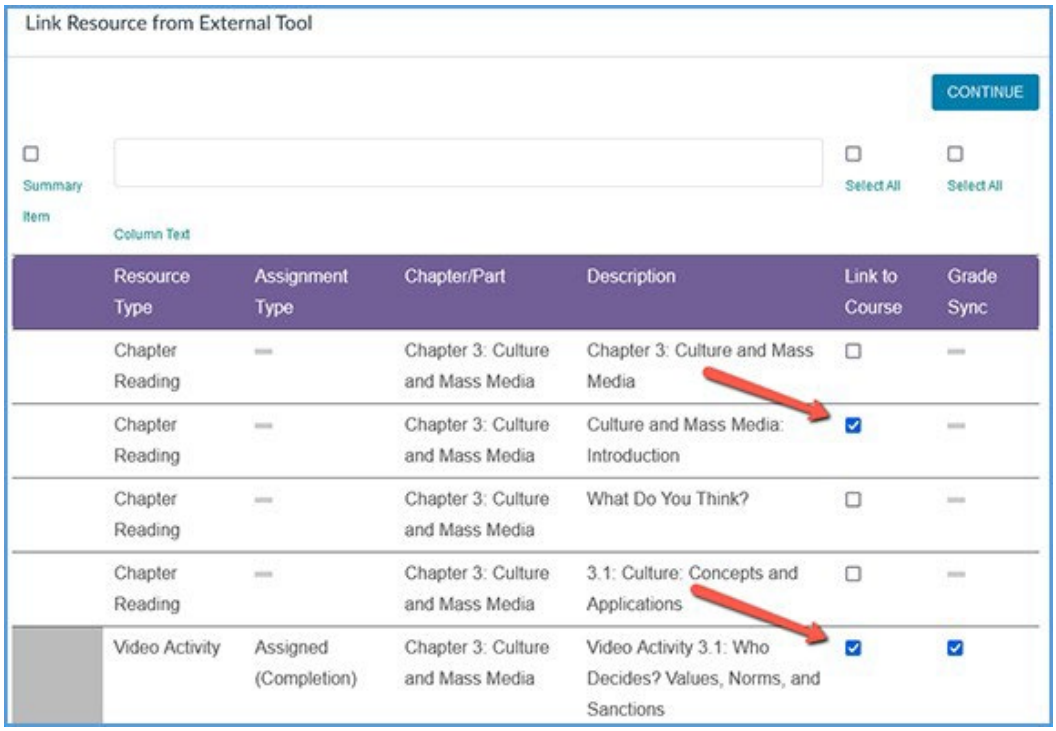
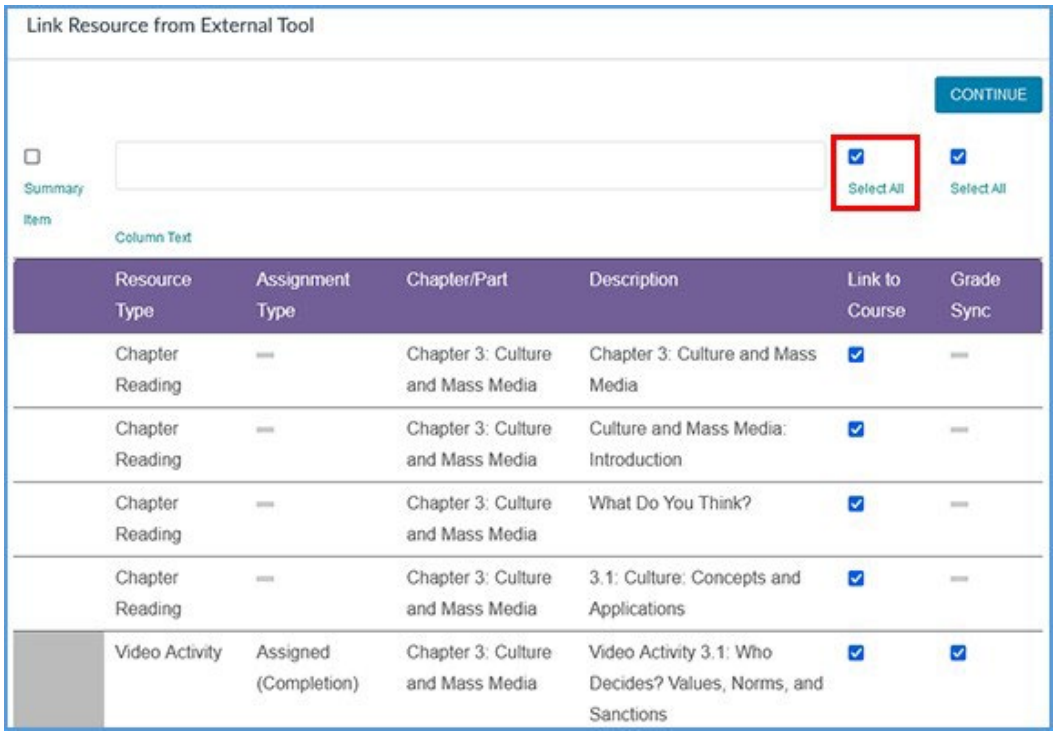


To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.



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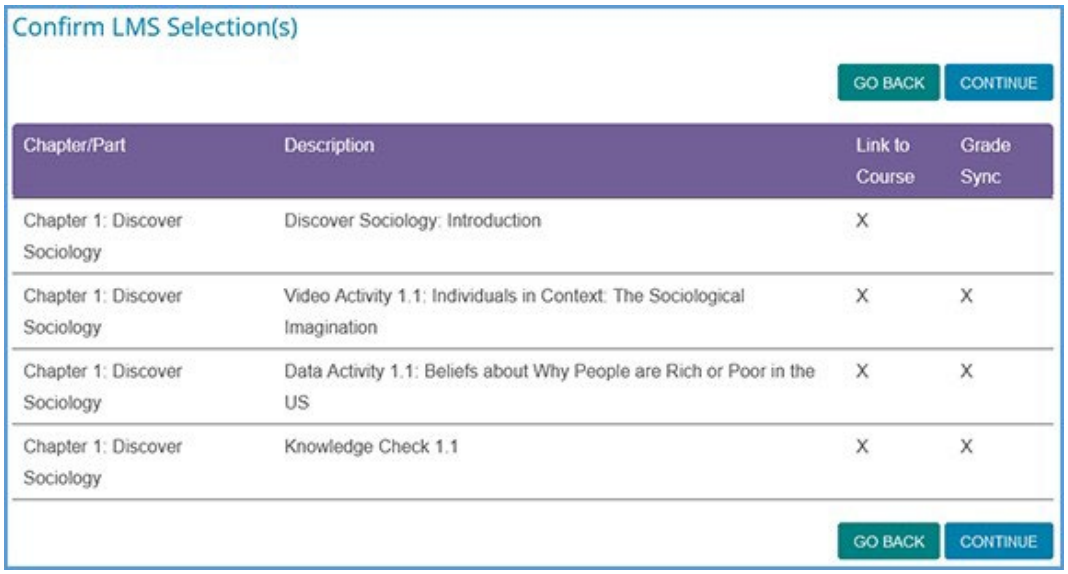
After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

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



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.

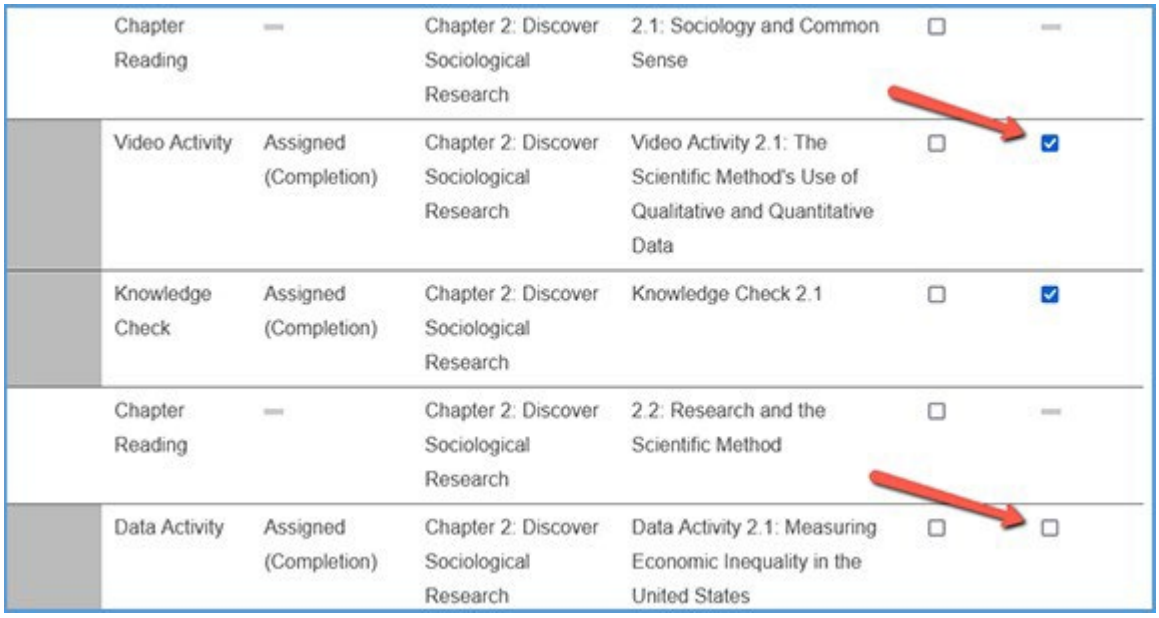
After a few seconds, you will see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.

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

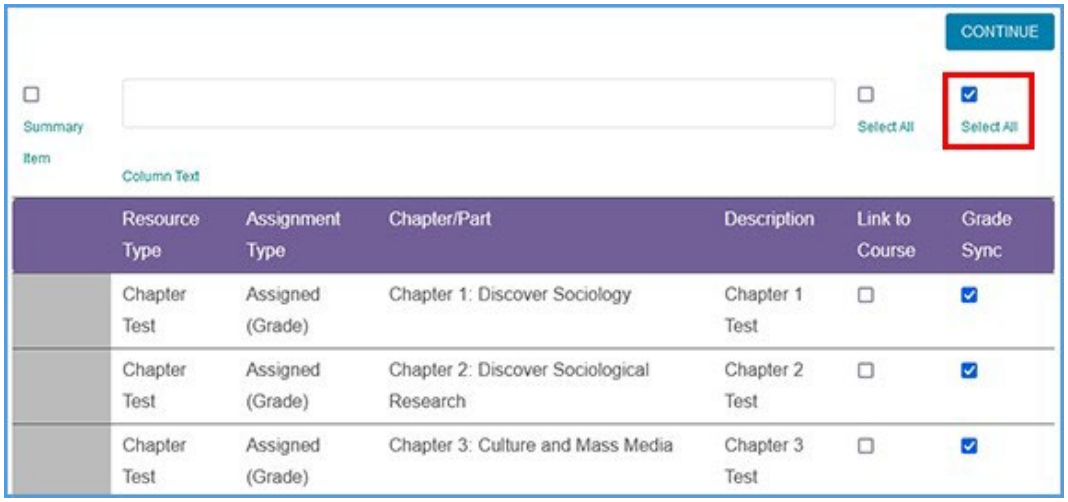
module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

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	☐	—
	Video Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data	☐	☑
	Knowledge Check	Assigned (Completion)	Chapter 2: Discover Sociological Research	Knowledge Check 2.1	☐	☑
	Chapter Reading	—	Chapter 2: Discover Sociological Research	2.2: Research and the Scientific Method	☐	—
	Data Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States	☐	☐

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	☐	☑
	Chapter Test	Assigned (Grade)	Chapter 2: Discover Sociological Research	Chapter 2 Test	☐	☑
	Chapter Test	Assigned (Grade)	Chapter 3: Culture and Mass Media	Chapter 3 Test	☐	☑

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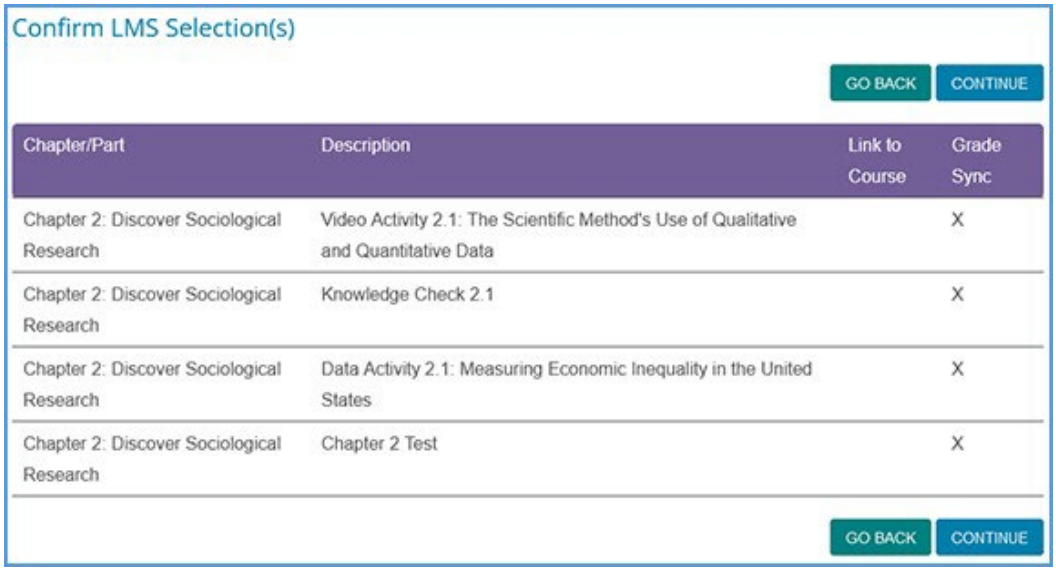
When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

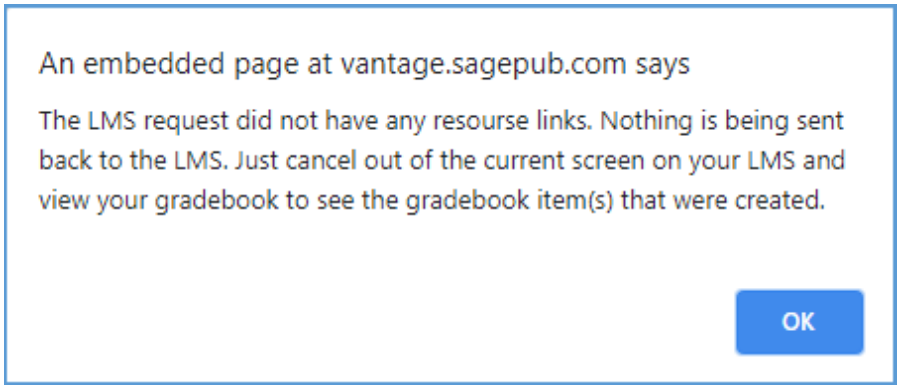
After you've selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

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



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.



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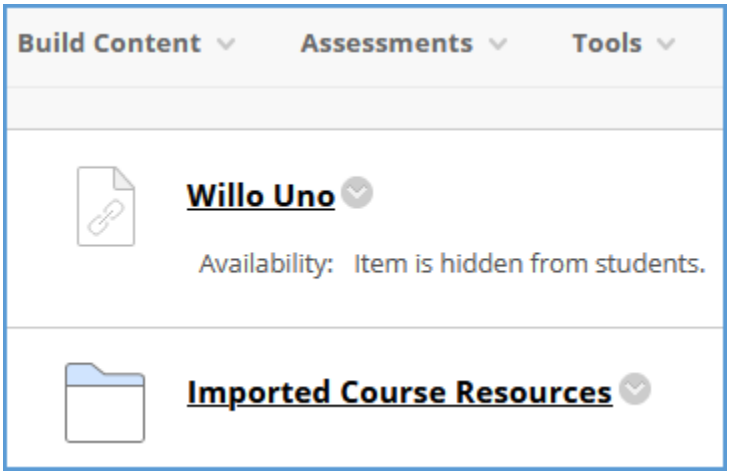
You will also see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.

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.

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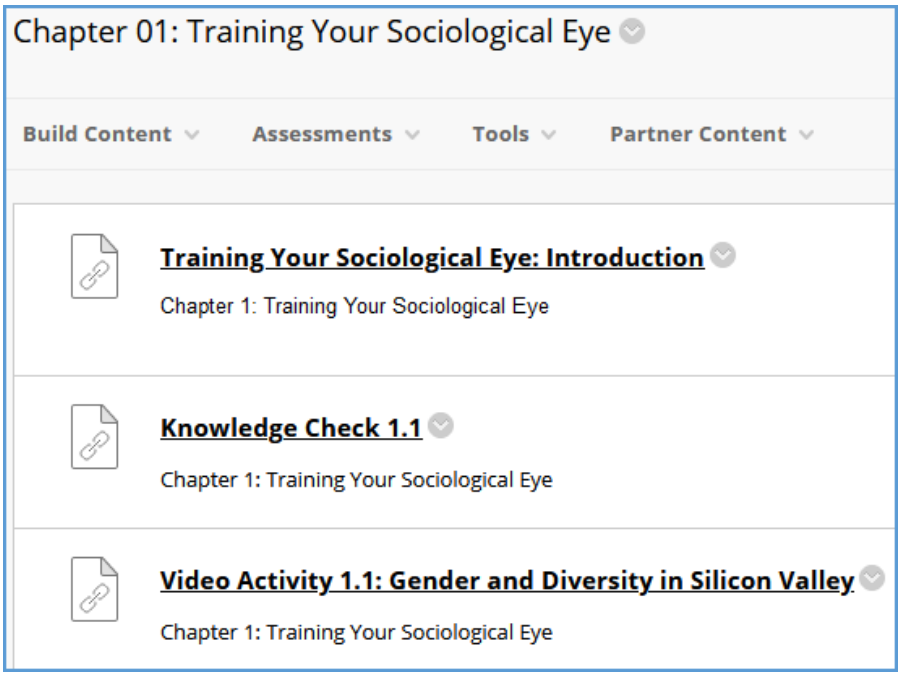

9. It is recommended that you set your links to open in a new window for accessibility purposes, as well as providing a better user experience for students who are accessing the course on mobile devices.

    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**.

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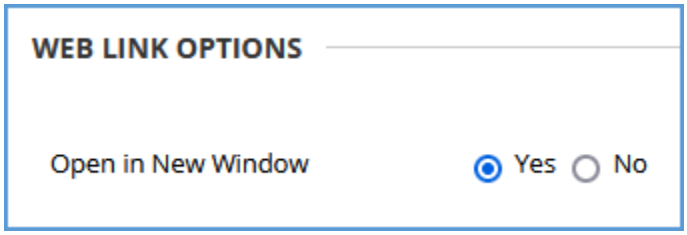
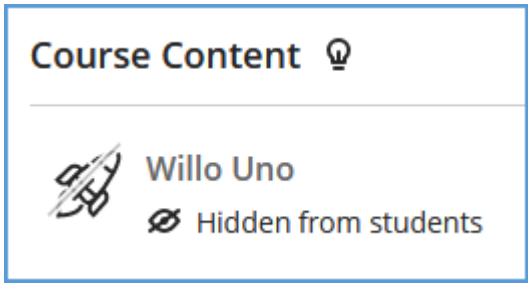


h. Click **Submit** in the bottom right corner of the page to save the change.

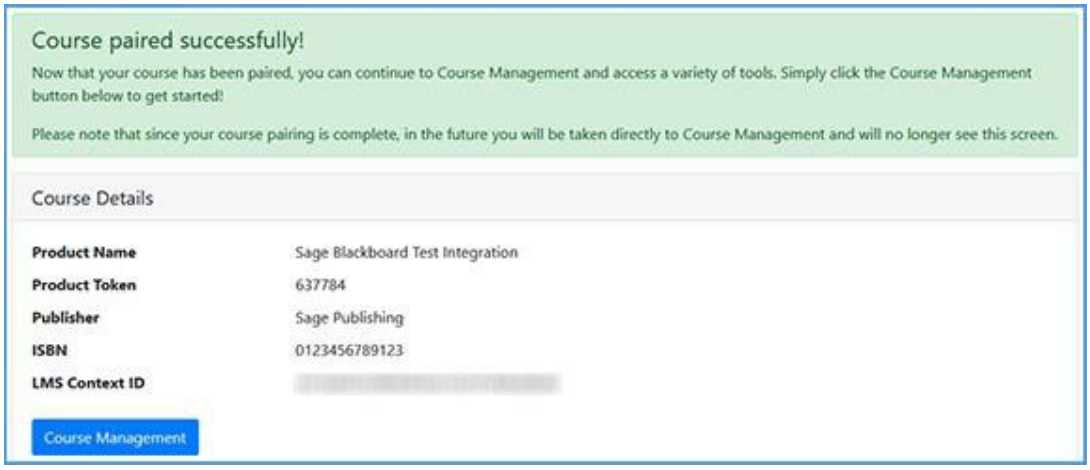
Blackboard Courses Using Ultra Course View

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.



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**.



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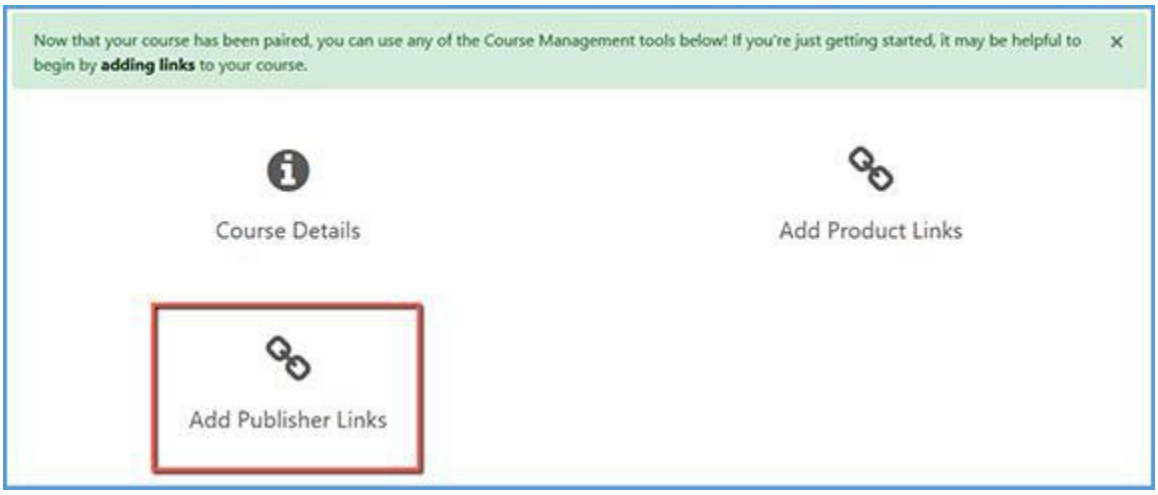
2. Click **Add Publisher Links**.



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.

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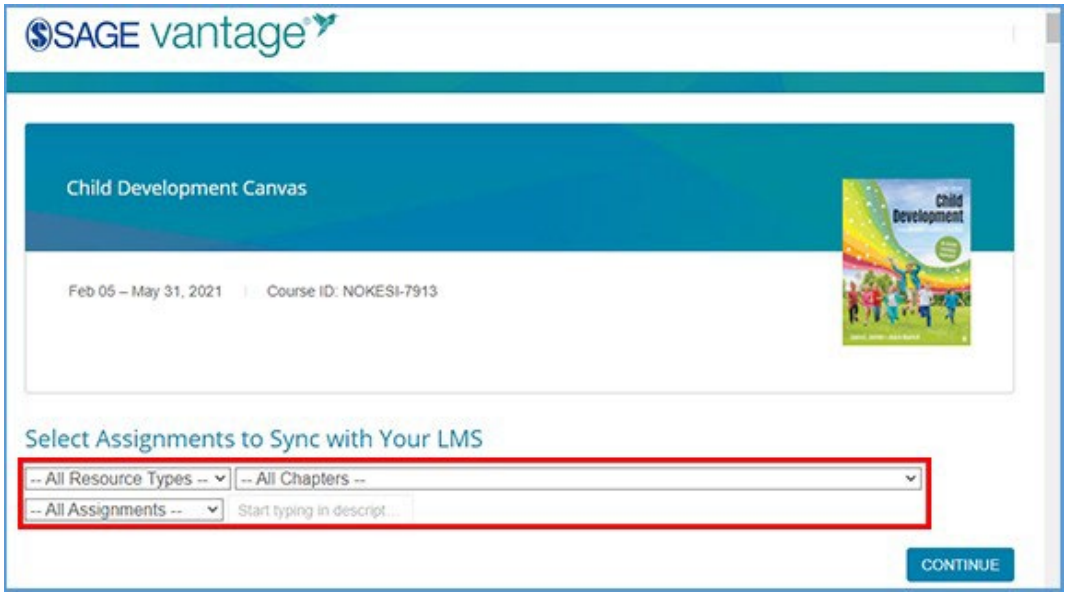
5. After selecting your Vantage course, the link selection page will load. Three dropdown menus are available to help you filter content in your Vantage course. They will help you narrow content selections to more easily pick links and grade sync items. We recommend using only one filter at a time.

   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

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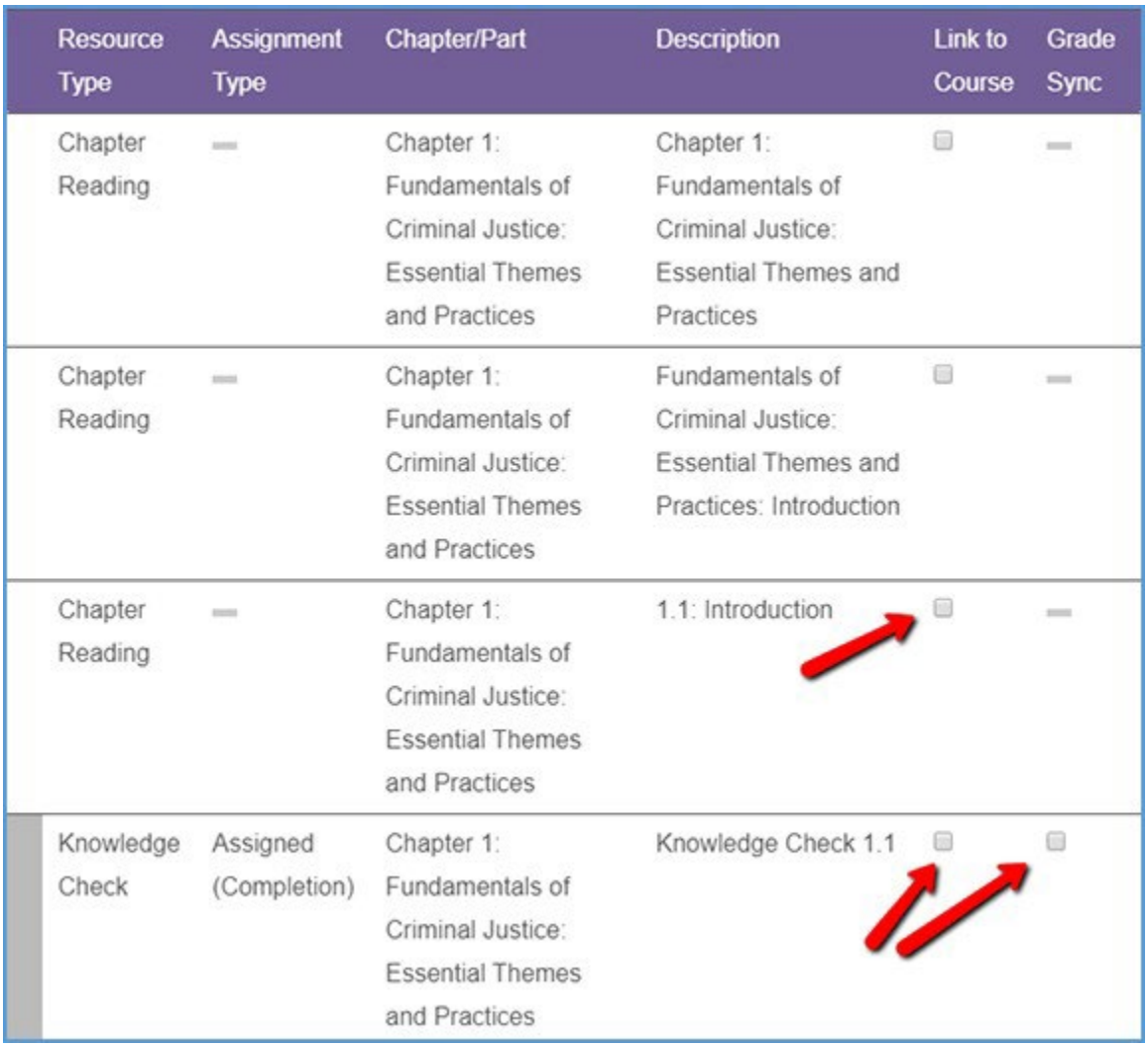
indicating it's already synced.



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	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Fundamentals of Criminal Justice: Essential Themes and Practices: Introduction	☐	—
Chapter Reading	—	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	1.1: Introduction	☐	—
Knowledge Check	Assigned (Completion)	Chapter 1: Fundamentals of Criminal Justice: Essential Themes and Practices	Knowledge Check 1.1	☐	☐

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.

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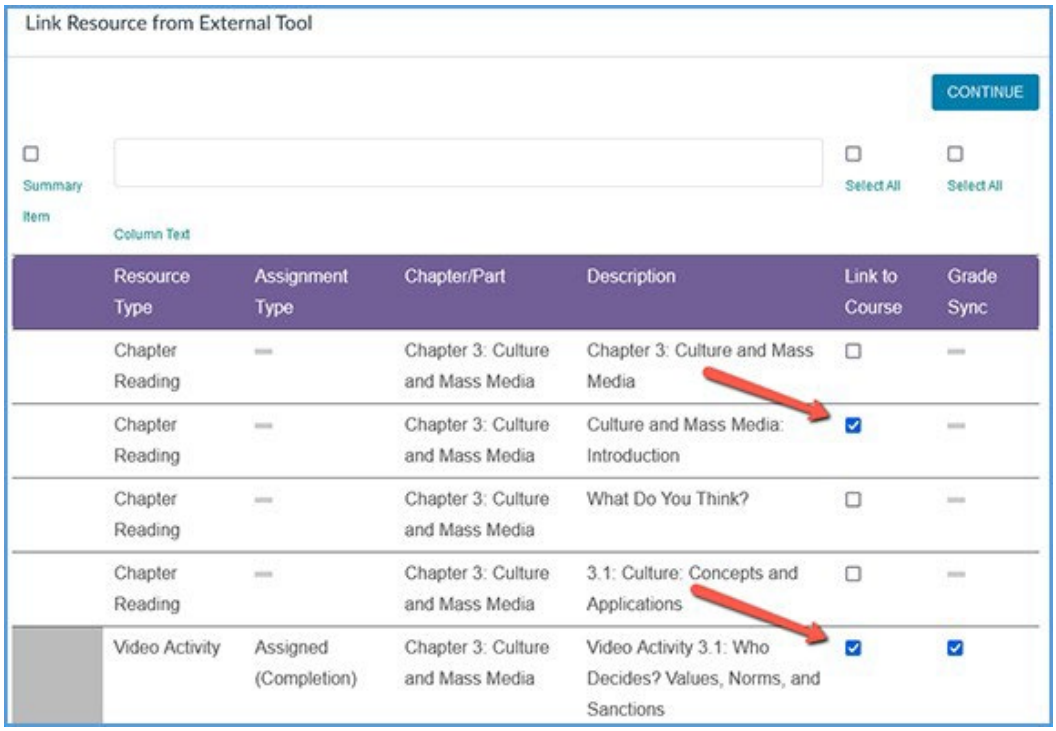
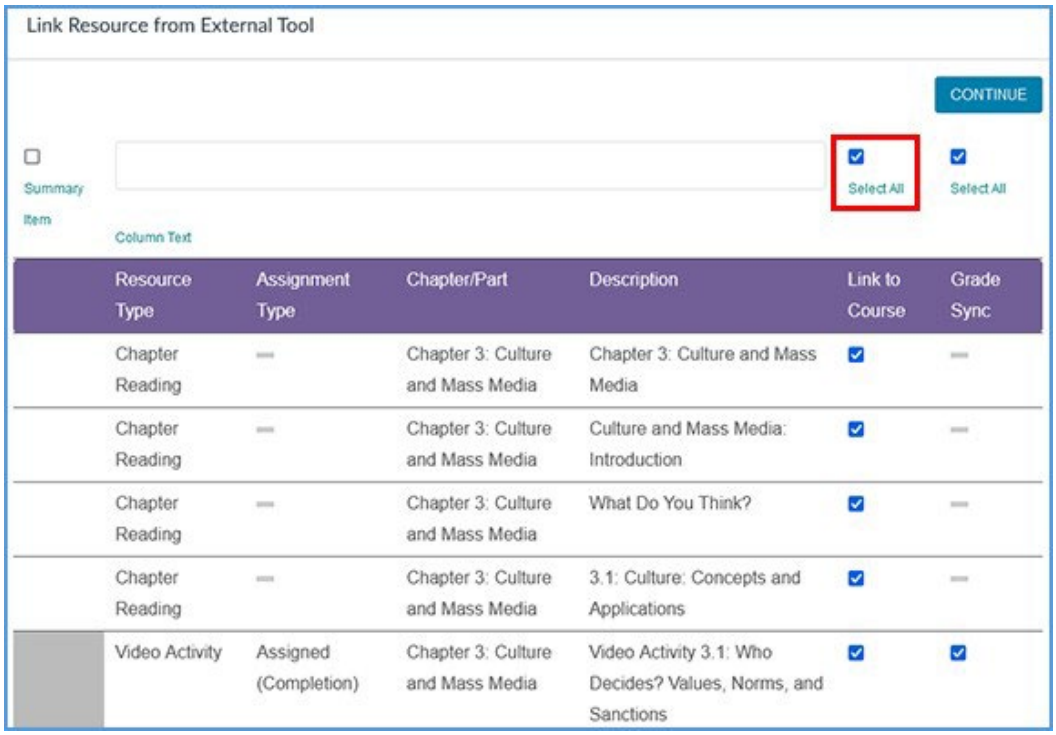


To add a link for all items in the sort list, you can use the "Select All" checkbox above the "Link to Course" column. All checkboxes will be ticked including any associated Grade Sync items.



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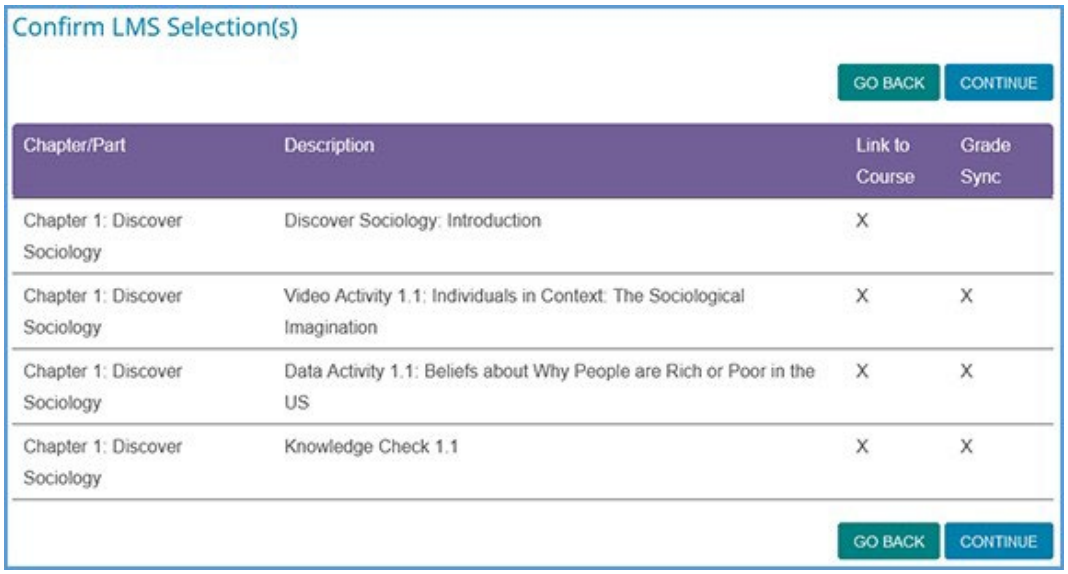
After you've selected one or more links to add to your Blackboard course, click **Continue** to review your selections. This button is available at the top and bottom of the page.

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



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

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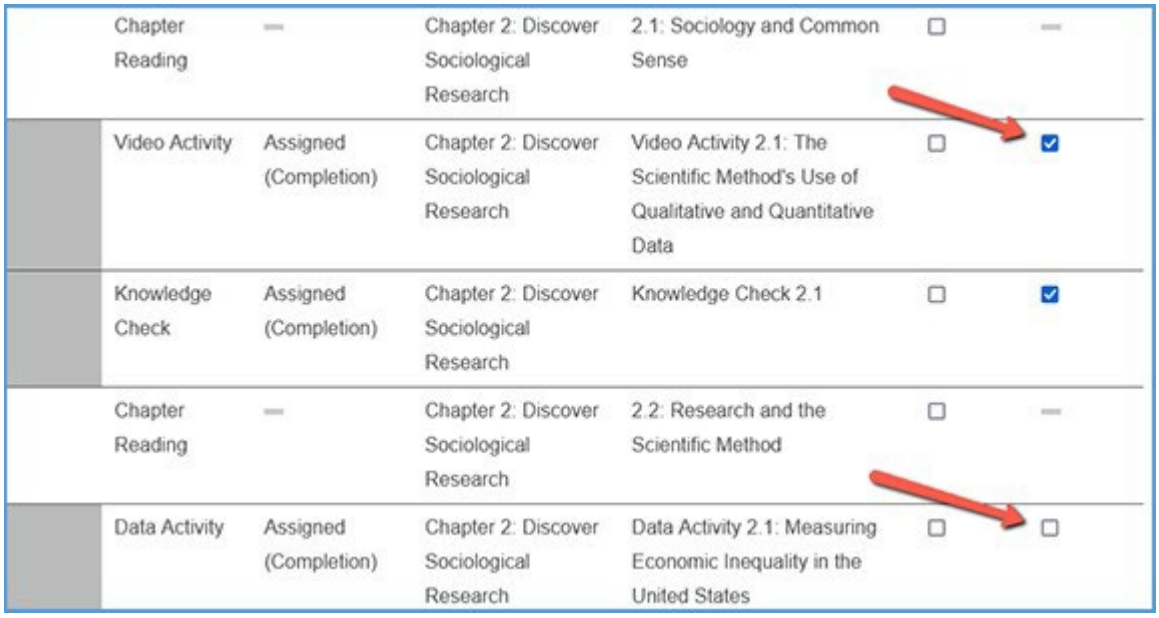
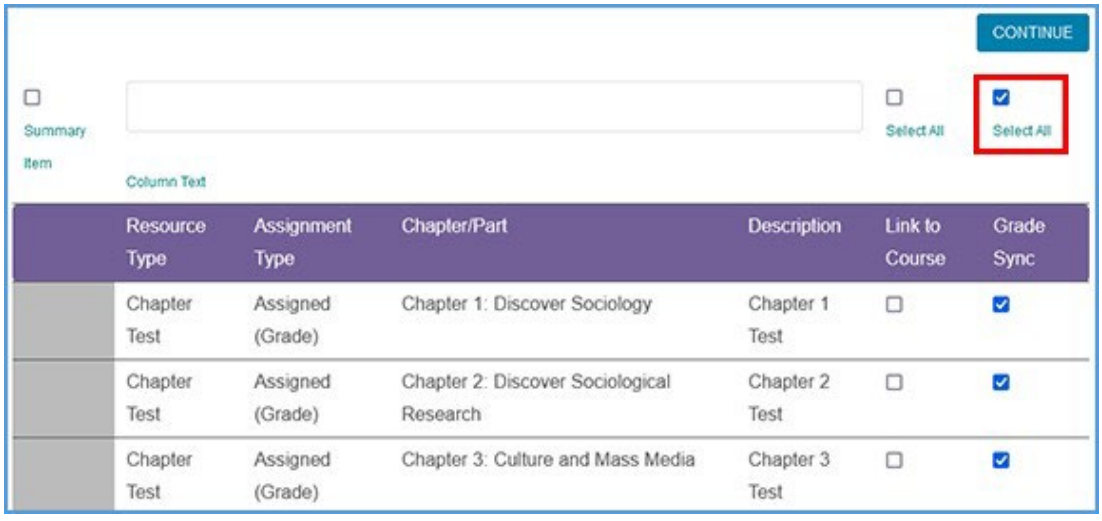
module, but still have all assignments from that same chapter grade synced with your Blackboard gradebook.

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	☐	—
	Video Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Video Activity 2.1: The Scientific Method's Use of Qualitative and Quantitative Data	☐	☑
	Knowledge Check	Assigned (Completion)	Chapter 2: Discover Sociological Research	Knowledge Check 2.1	☐	☑
	Chapter Reading	—	Chapter 2: Discover Sociological Research	2.2: Research and the Scientific Method	☐	—
	Data Activity	Assigned (Completion)	Chapter 2: Discover Sociological Research	Data Activity 2.1: Measuring Economic Inequality in the United States	☐	☐

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	☐	☑
	Chapter Test	Assigned (Grade)	Chapter 2: Discover Sociological Research	Chapter 2 Test	☐	☑
	Chapter Test	Assigned (Grade)	Chapter 3: Culture and Mass Media	Chapter 3 Test	☐	☑

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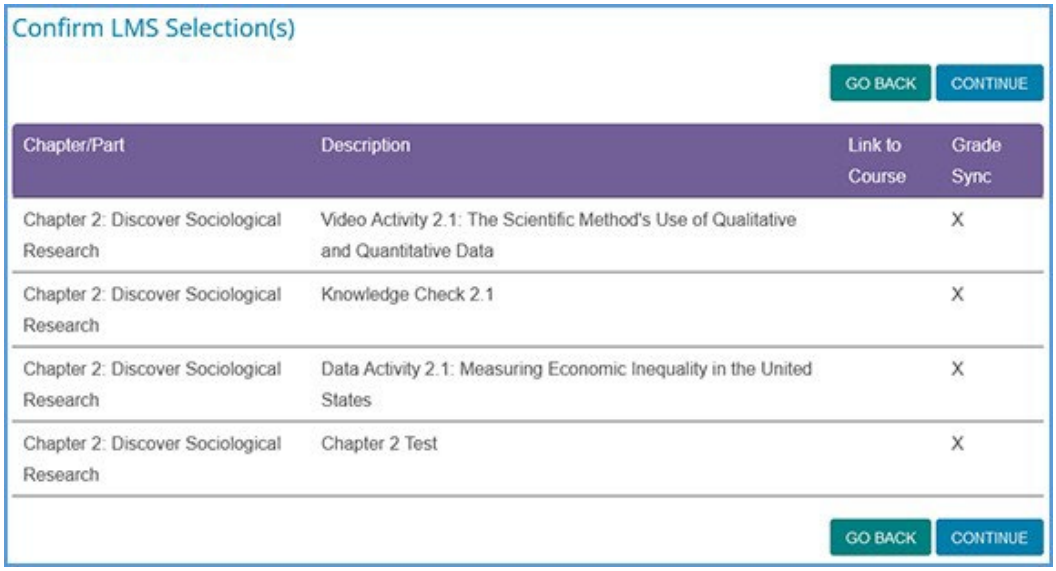
When you choose to Grade Sync an assignment, a gradebook column is created in your Blackboard gradebook for the assignment.

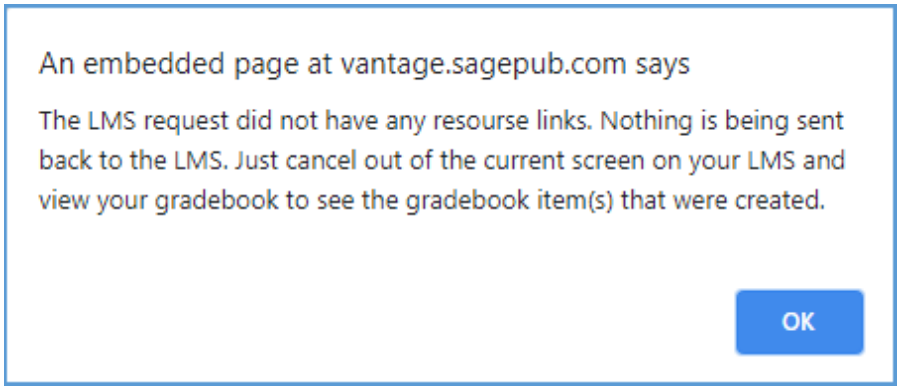
After you've selected one or more items to grade sync, click **Continue** to review your selections. This button is available at the top and bottom of the page.

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



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.



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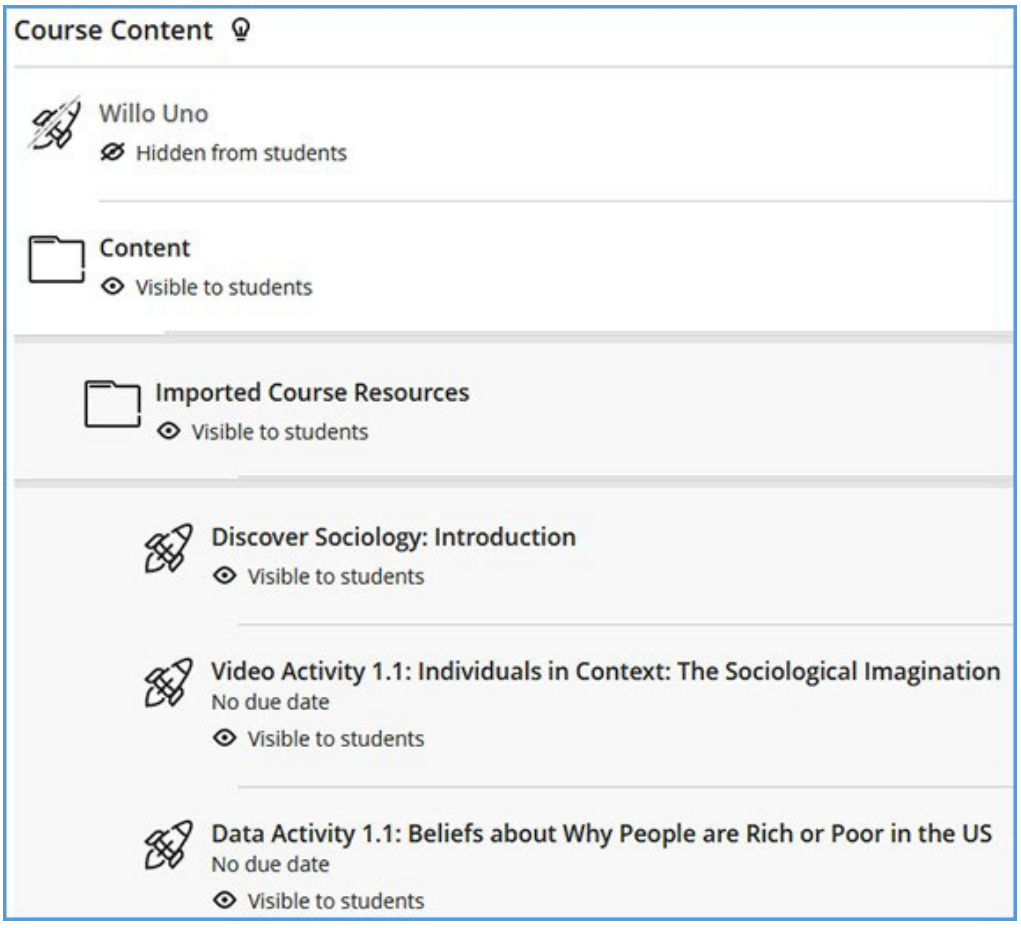
You will also see a "Links Added Successfully" message confirming content was added to your Blackboard course. You can close this window and return to your Blackboard course.

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**.



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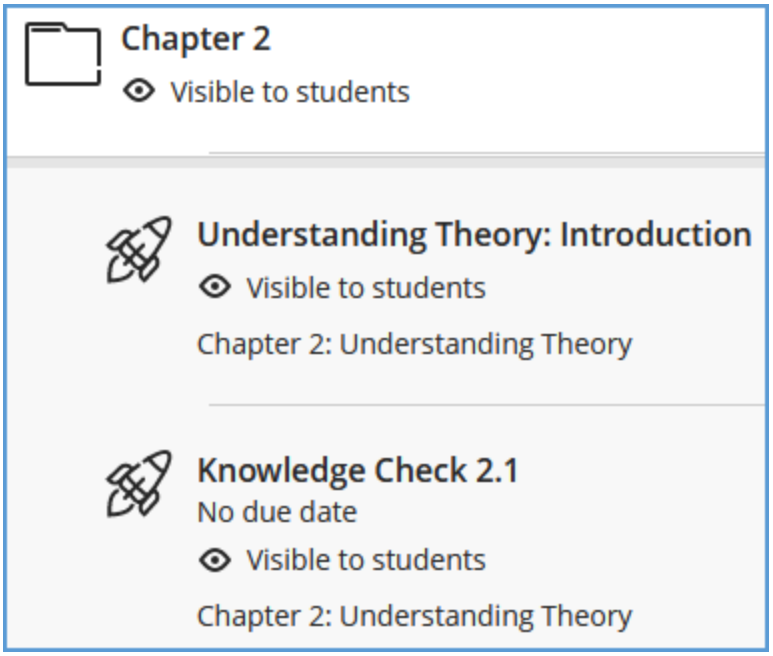
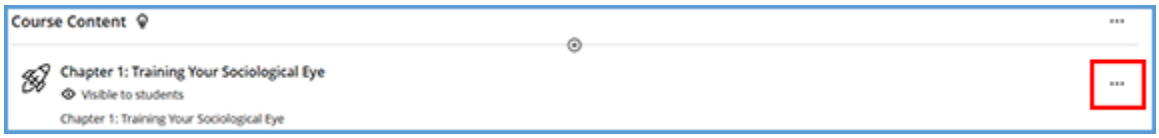
8. Click on a Vantage link to complete the grade sync connection. If you do not click on a Vantage link, Vantage will not send grades to your Blackboard gradebook.

   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**.

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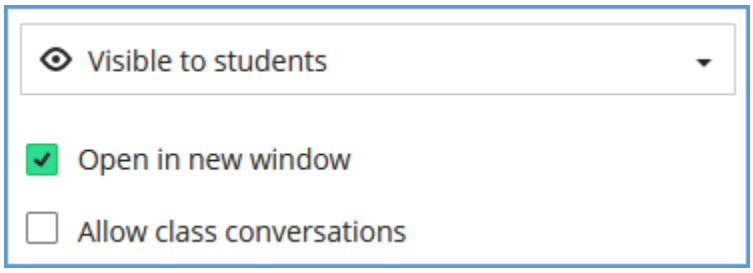
c. Tick the checkbox to **Open in new window**.



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

Excluding Grades for Completion from the Blackboard Gradebook Calculations

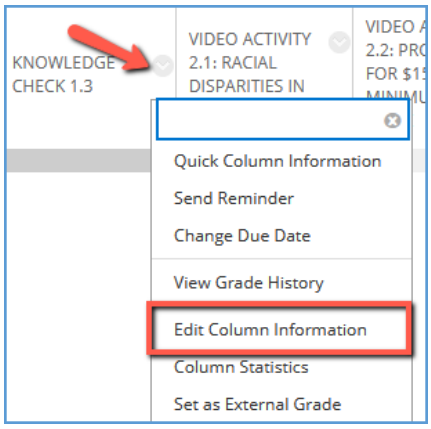
Knowledge Checks, Video Activities, etc. are often assigned for completion instead of a grade in Vantage. If you choose to grade sync these assignments, the gradebook column in Blackboard will record the point value to show the assignment was completed.

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**.



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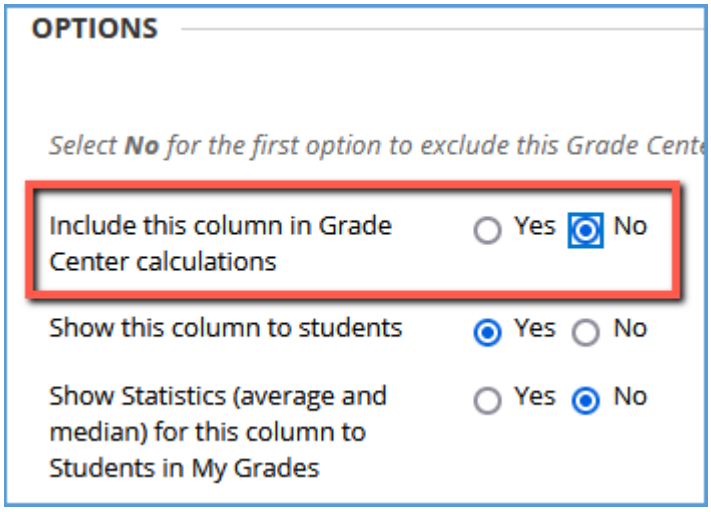
c. Scroll to the Options section which is at the bottom of the page. Next to the **Include this column in Grade Center calculations**, select the radio button for **No**.

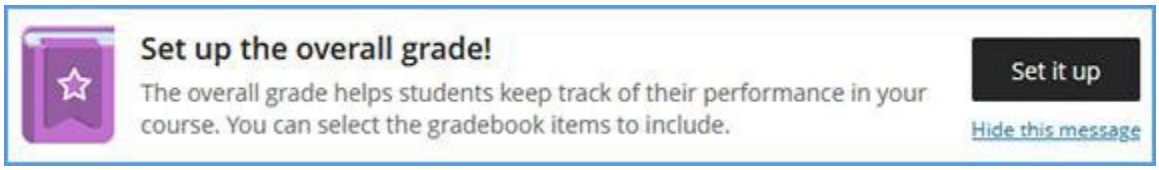


d. Click **Submit** at the bottom right of the page.

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**.



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**.

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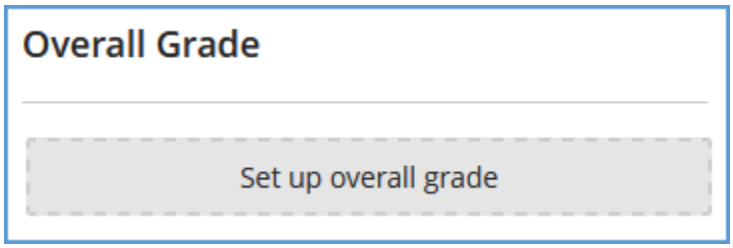

c. For each assignment you wish to exclude from the final grade calculations, click the circle icon to the right of its name to exempt it from the final grade.

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%.

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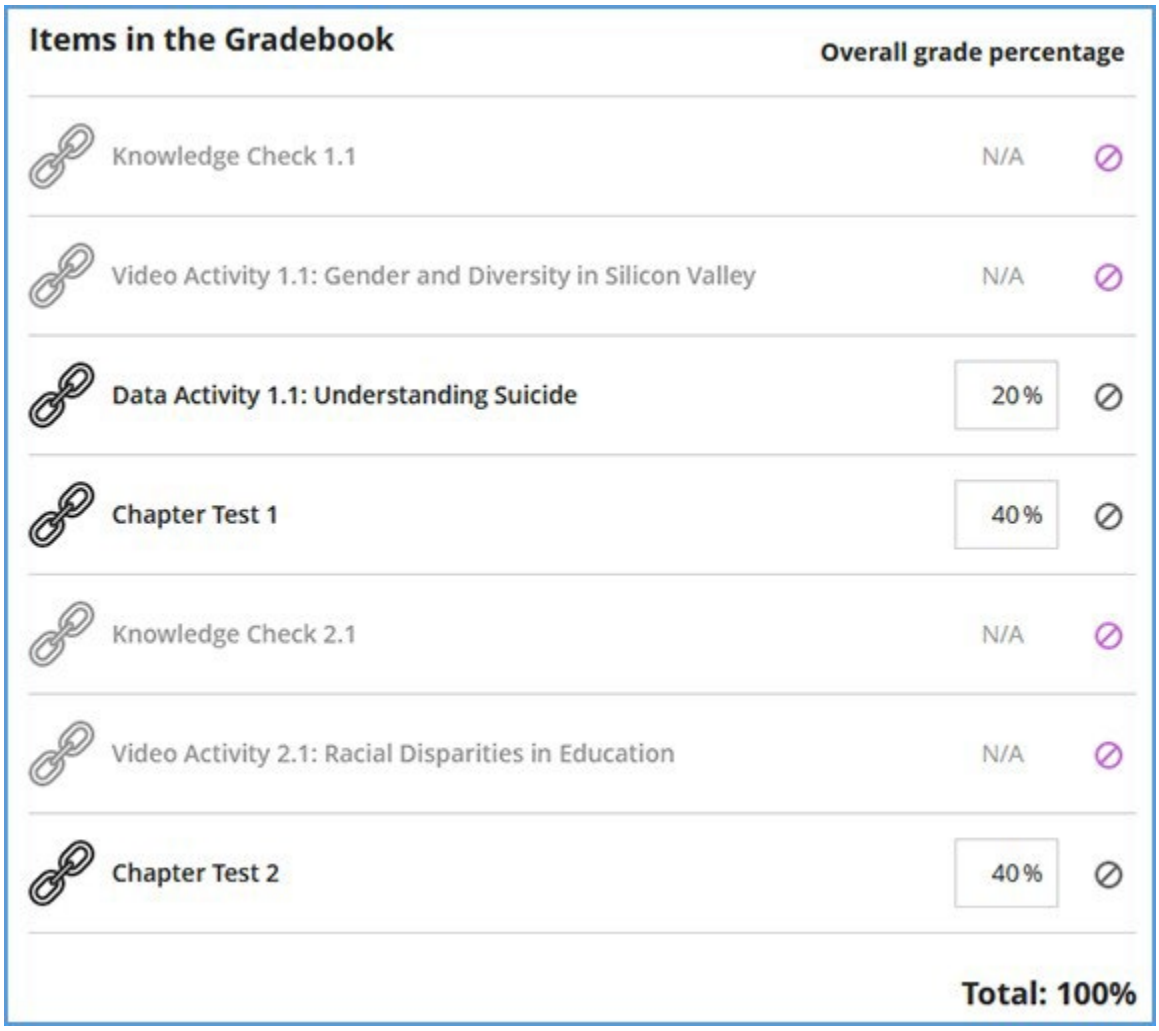

f. Click **Save** at the bottom right of the page.

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