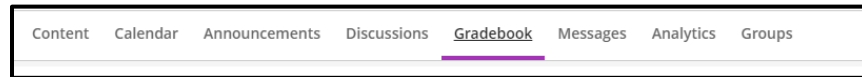
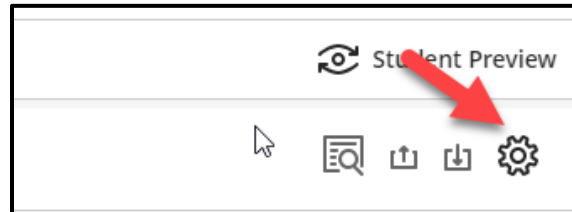




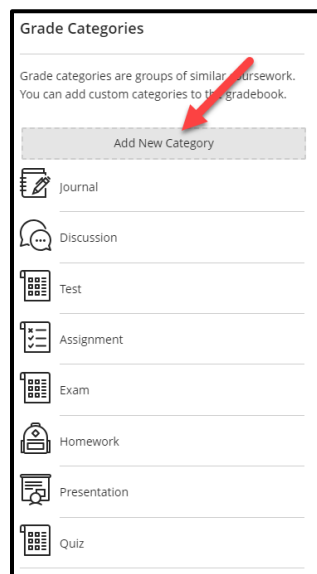
Adding a New Grading Category



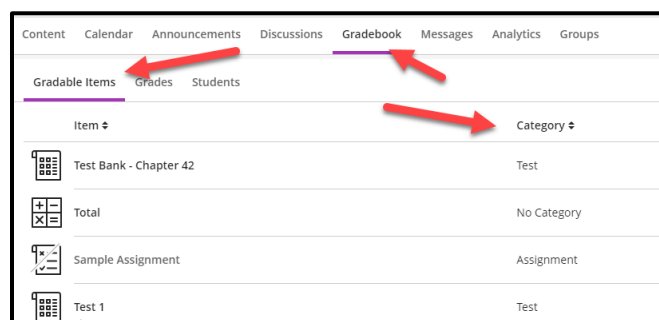
When trying to add a category in Ultra, you will need to select **Gradebook** and then proceed to the cog wheel settings control.



You will scroll down to **Grade Categories** and select **Add New Category**.



Here you will give the grade category a name. You may need to review any assignment created with another category and make those changes accordingly to reflect the new category name. This would require you to review all assignment categories located within the **Gradable Items**.





Set up overall grade

Grade Categories

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

Type a category name
Example Category

Journal

Discussion

Optional Settings

Next, you can set up point values and percentages to obtain the overall grade. Choose **Set up overall grade**.

Overall Grade

Set up overall grade

If you are choosing weighted percentages choose the weighted calculation.

Overall Grade Calculation

Choose the format to calculate the overall grade for your course:

☒ Points
[Show example](#)

☐ Weighted
[Show example](#)

☐ Advanced
Use the formula editor to create a bespoke calculation for the overall grade

Cancel Next



At this point a list of grade categories will populate. You can adjust values and see what assignments fall under each category by selecting the down arrow on the right side of the grade category. Remember the grade percentages must total 100%. Save and close to keep any new settings.