

Note: This guide is for Blackboard Ultra courses.

The Item Management page replaces the Column Organization page in Blackboard's original view. This page allows you to adjust categories and the instructor's visibility of your gradable items.

1. Open your Blackboard Ultra course. At the top menu bar, click on **Gradebook** to open the gradebook view (Figure 1).

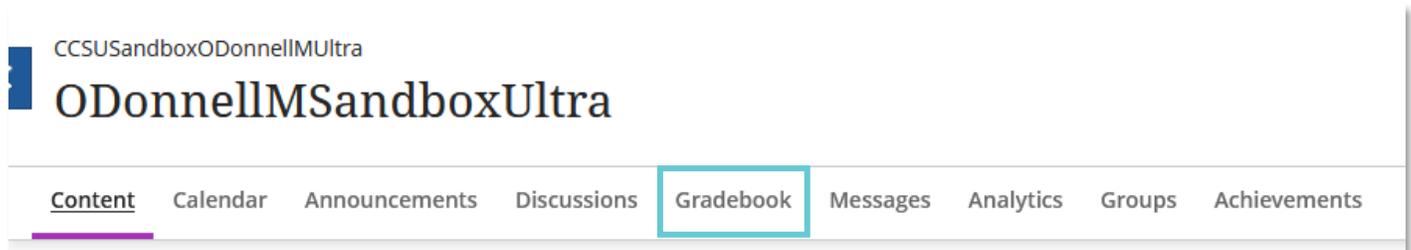


FIGURE 1

2. Click on the **gear icon** below the Student Preview link. This icon will appear regardless of the Gradebook page you currently have opened. (Figure 2).

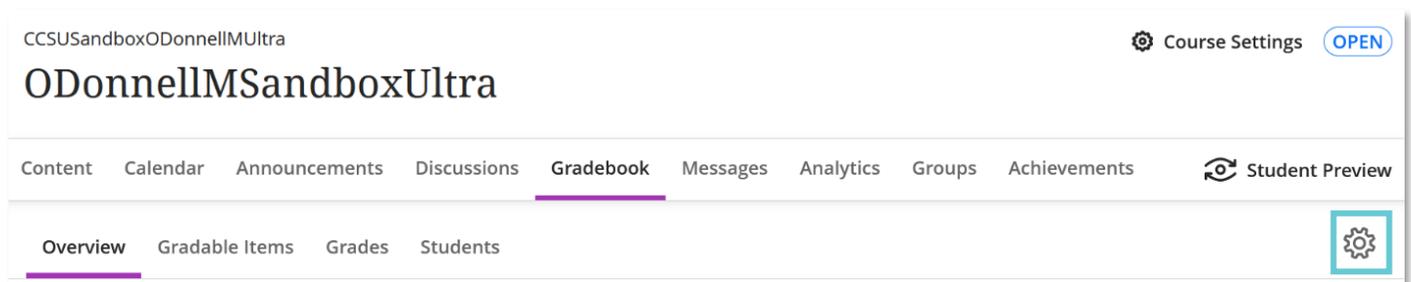


FIGURE 2

3. On the settings panel that opens, scroll down to the **Item Management** section, then click **Manage gradebook items** (Figure 3).

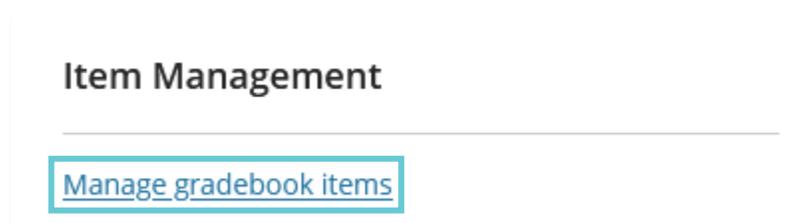


FIGURE 3

4. The **Item Management** page opens (Figure 4).

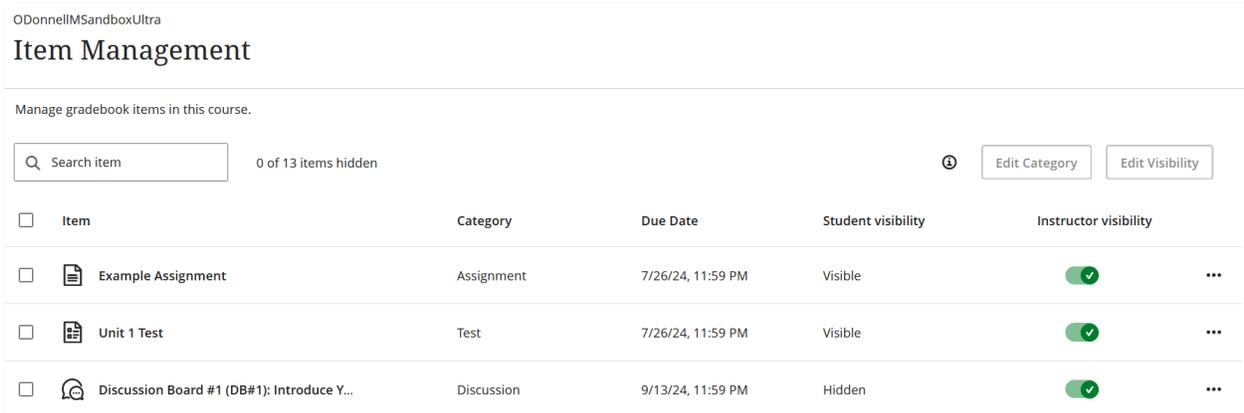


FIGURE 4

This page view has various columns which show information about each item.

- **Item:** The item's name.
 - **Category:** The category the item is in. This can be changed to assist with overall grading. For example, you can have a weighted grade percentage of 20% for assignments, 30% for tests, etc.
 - **Due Date:** When the assignment is marked as due.
 - **Student visibility:** Whether students can see the grade or not.
 - **Instructor visibility:** Click on the button to toggle between being visible in the instructor's gradebook and not visible. Useful for hiding assignments which are not being used during a semester.
5. To change an assignment's category, click on the three dots at the right side of the screen, then select a new category for the assignment (Figure 5).
 6. To change the category or instructor visibility for multiple items simultaneously, click on the check boxes next to each item you'd like to change, then click on the Edit Category or Edit Visibility button (Figure 6).



FIGURE 6

Note: Any changes you make will be saved automatically.

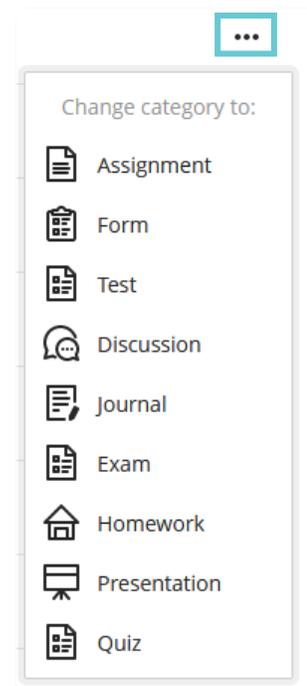


FIGURE 5