

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).

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<u>Content</u>	Calendar	Announcements	Discussions	Gradebook	Messages	Analytics	Groups	Achievements

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).

CCSUSandboxODonnellMUltra © Course Settings OPEN								
Content Calendar Announcements	Discussions	Gradebook	Messages	Analytics	Groups	Achievements	Student Preview	
Overview Gradable Items Grades	Students						হট্টা	
FIGURE 2								

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

	Item Management					
	<u>Manage gradebook items</u>					
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4. The Item Management page opens (Figure 4).

ODonnellMSandboxUltra Item Management									
Manage gradebook items in this course.									
Q Search item 0 of 13 items hidden			١	Edit Category Edit Visibility	у				
L Item	Category	Due Date	Student visibility	Instructor visibility					
Example Assignment	Assignment	7/26/24, 11:59 PM	Visible						
🗌 📑 Unit 1 Test	Test	7/26/24, 11:59 PM	Visible						
Discussion Board #1 (DB#1): Introduce Y	Discussion	9/13/24, 11:59 PM	Hidden						

## 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).
- 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).



