## Setting Up the Overall Grade (Weighted Total)

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The overall grade is similar to a running Weighted Total column (or Grand Total column) in Blackboard Original. It is a calculated item that you build to show students a running tally of all the items you grade and post.

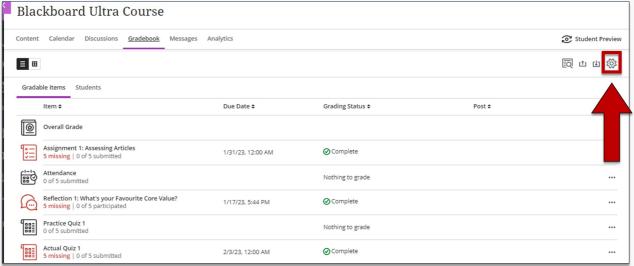
To set up a Grand Total column, look at our Setting Up an Overall Grade (Grand Total) article.

## Setting Up an Overall Grade (Weighted Total)

**Note:** Take a look at this **4:43 minute video** that quickly walks you through setting up an overall grade. (*Updated: August 21, 2023*) **Additional explanations and instructions (with videos)** on setting up overall grade (*Added: September 27, 2023*).

Set up an overall grade by completing the following tasks.

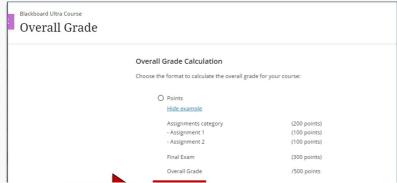
- 1. Select Gradebook.
- 2. Select the gear icon.

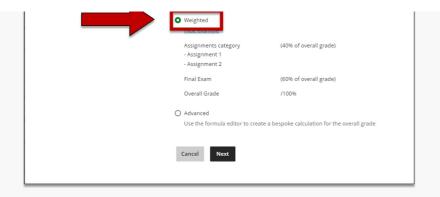


3. The Gradebook Settings panel is displayed. Scroll down and select **Set up overall grade.** 

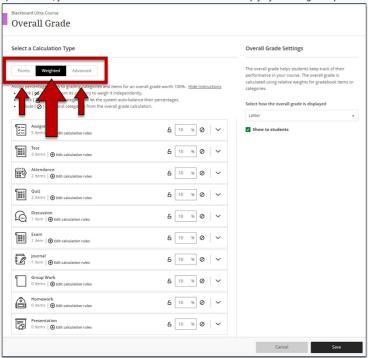


4. Select Weighted.

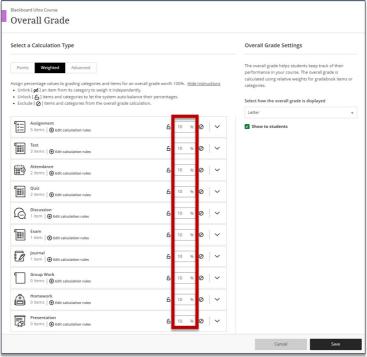




5. Select **Next**. The Overall Grade page is displayed. It is currently showing the **Weighted** grade (noted at the top left, highlighted in black). *Tip*: If needed, you can switch between Points or Advanced simply by selecting the option at the top left.



- 6. Tips: Please note that there are some default settings to pay attention to:
  - Blackboard automatically distributes the total (100%) equally across all categories listed in the Overall Grade. For example, if there are ten categories



each will be weighted 10%

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- Blackboard has set categories in the Overall Grade that might not be applicable (for example, you might never use the category **Homework**). *Tip*: These categories can NOT be deleted.
  - Note: Categories that do not have graded items are included (by default) in the overall grade calculation.

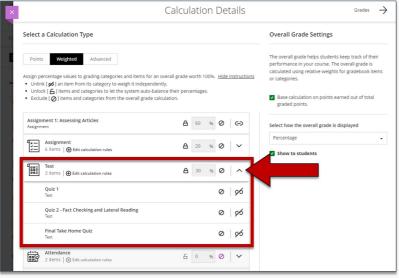
Select the **exclude icon** to exclude items and categories from the overall grade calculation (see step 8). Overall Grade Select a Calculation Type Overall Grade Settings The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories. Points **Weighted** Advanced Assignment
5 items | ⊕ Edit calculation rules 6 10 % ⊘ ∨ ✓ Show to students 6 10 % ⊘ ∨ Attendance
2 items | ① Edit calculation rules 6 10 % ⊘ ∨ Quiz
2 Items | ① Edit calculation rules 6 10 % ⊘ ∨ Discussion

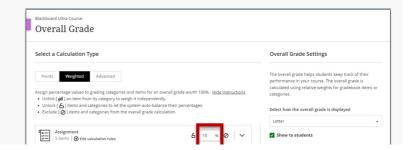
1 item | ① Edit calculation rules 6 10 % ⊘ ∨ Exam

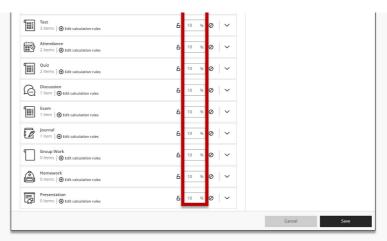
1 item | ① Edit calculation rules 6 10 % ⊘ ∨ Journal
1 item | ⊕ Edit calculation rules £ 10 % Ø V 6 10 % ⊘ ∨ Homework
0 items | ① Edit calculation rules £ 10 % ⊘ ∨ Presentation
0 items | ① Edit calculation rule 6 10 % ⊘ ∨ Cancel Save

• Items within a category will receive an equal distribution of the weighted grade assigned. For example, if Tests are weighted as 30% and there are three items within the category then each item is worth 10% of the final grade.

Tip: To view items within a category select the downward caret to the right of the category (think of each category as a folder with items).





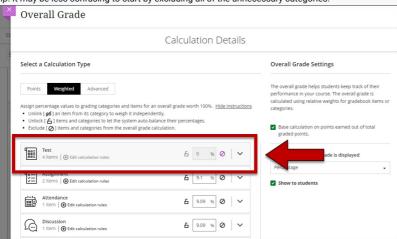


- 7. Select each percentage box to change the weight of each grade.
- 8. Complete any of the following tasks:

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• Select the **exclude icon** to exclude items and categories from the overall grade calculation. When the **exclude icon** is enabled it will turn purple and the item will be greyed out.

Tip: It may be less confusing to start by excluding all of the unnecessary categories.

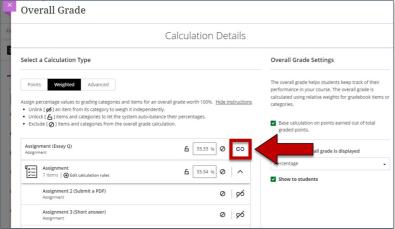


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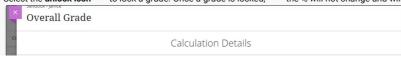
• Select the **unlink icon** to unlink an individual item from the category to calculate it independently. When the **unlink icon** is enabled it will change to

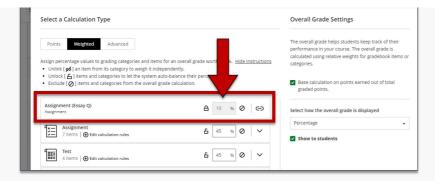
the **link icon** and the item will appear above the category.

 $\underline{\mathit{Tip}}$ : If applicable, it may be helpful to unlink the items from the categories that will be included in the Overall Grade calculation.



• Select the **unlock icon** to lock a grade. Once a grade is locked, the % will not change and will be greyed out.





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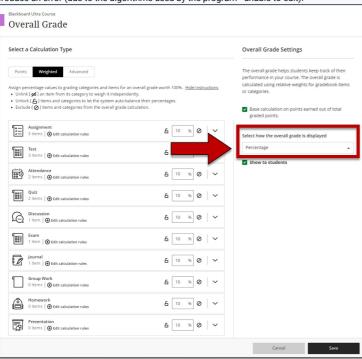
To unlock an item, select the lock icon

. Unlocking a grade will allow editing.

- Tip: Unlocked grades are included in the equal distribution of the remaining overall grade (%).
- 9. On the right side of the page, select the drop-down box and Select how the overall grade is displayed: letter, points, or percentage.



10. Tip: For weighted grades, it's best to display as a **Percentage**. When it's mismatched (e.g., you display the weighted total as points) the calculation may produce an error (due to the algorithms used by the program - unable to edit).



11. Once you have finished, select Save.

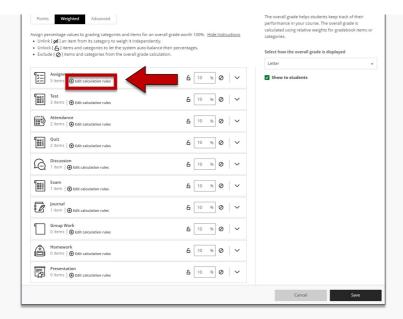
Tip: The total must add up to 100% in order to save and proceed.

## **Edit Calculation Rules**

You can edit calculation rules to include or exclude certain grades in Overall Grade. To learn how to drop the lowest grade, see: Dropping the Lowest Quiz Grade.

1. Select Edit calculation rules to open the assessment category side panel.





## 2. Select Enable.



- 3. Complete one of the following tasks:
  - Select **drop scores** and enter the range in which a grade will be dropped from the Overall Grade.
  - Select **use only** to use only the lowest or highest score in the Overall Grade.
- 4. Select Continue.
- 5. Select **Save** to keep the changes made to the Calculation Rule.

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tags: blackboard-ultra, category-calculation-rule, drop-scores, edit-calculation-rules, gradebook, grading, grading-in-ultra, overall-grade, setting-up-your-overall-grade, ultra, use-only

