

Setting Up the Overall Grade (Weighted Total)

Published 1/13/2023 by [Anh Lam](#)

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.

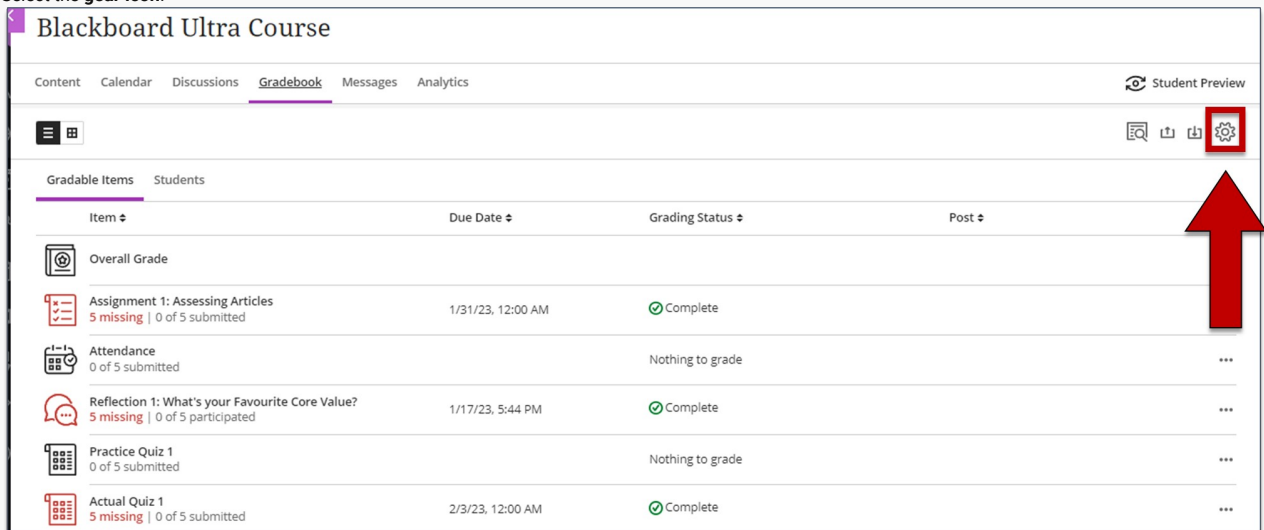
Setting Up an Overall Grade (Weighted Total)

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**.



Blackboard Ultra Course

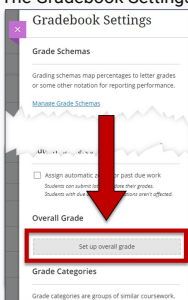
Content Calendar Discussions **Gradebook** Messages Analytics

Student Preview

Gradable Items Students

Item	Due Date	Grading Status	Post
Overall Grade			
Assignment 1: Assessing Articles 5 missing 0 of 5 submitted	1/31/23, 12:00 AM	Complete	
Attendance 0 of 5 submitted		Nothing to grade	...
Reflection 1: What's your Favourite Core Value? 5 missing 0 of 5 participated	1/17/23, 5:44 PM	Complete	...
Practice Quiz 1 0 of 5 submitted		Nothing to grade	...
Actual Quiz 1 5 missing 0 of 5 submitted	2/3/23, 12:00 AM	Complete	...

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



Gradebook Settings

Grade Schemas

Grading schemas map percentages to letter grades or some other notation for reporting performance.

[Manage Grade Schemas](#)

Assign automatic grades to past due work. Students can submit late work for late points. Students will see late work as late work without.

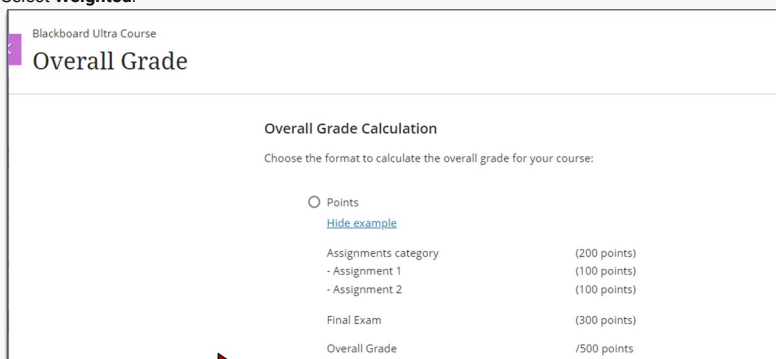
Overall Grade

Set up overall grade

Grade Categories

Grade categories are groups of similar coursework.

4. Select **Weighted**.



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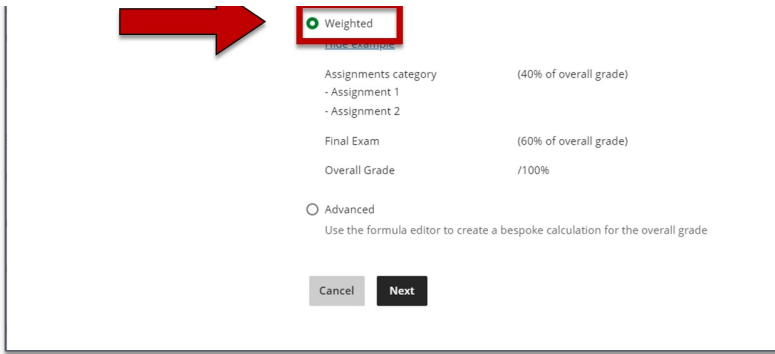
Overall Grade

Overall Grade Calculation

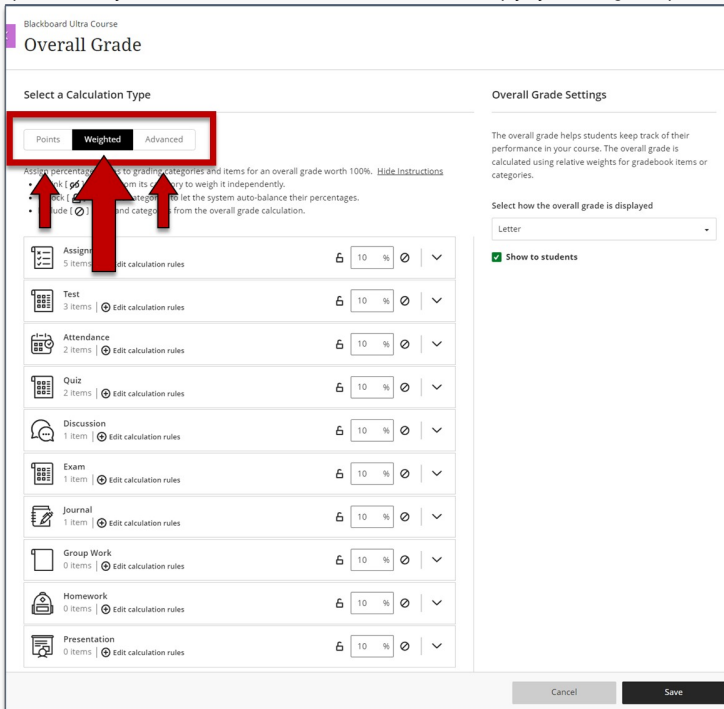
Choose the format to calculate the overall grade for your course:

Points [Hide example](#)

Assignments category	(200 points)
- Assignment 1	(100 points)
- Assignment 2	(100 points)
Final Exam	(300 points)
Overall Grade	/500 points

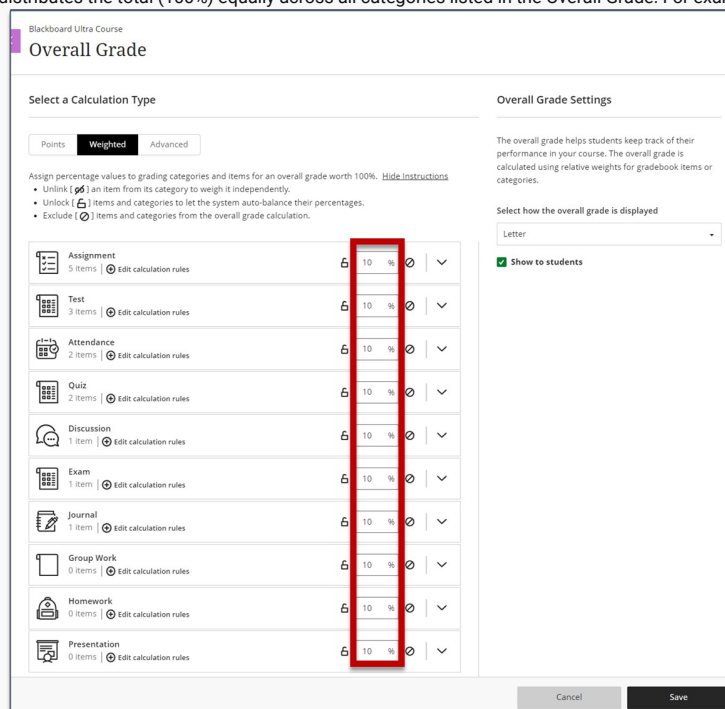


5. Select **Next**. The Overall Grade page is displayed. It is currently showing the **Weighted** grade (noted at the top left, highlighted in black).
Tip: If needed, you can switch between Points or Advanced simply by selecting the option at the top left.



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%.

- 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).

Blackboard Ultra Course
Overall Grade

Select a Calculation Type
Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink (🔗) an item from its category to weigh it independently.
- Unlock (🔒) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

Assignment	5 Items	10 %	🚫	⌵
Test	3 Items	10 %	🚫	⌵
Attendance	2 Items	10 %	🚫	⌵
Quiz	2 Items	10 %	🚫	⌵
Discussion	1 Item	10 %	🚫	⌵
Exam	1 Item	10 %	🚫	⌵
Journal	1 Item	10 %	🚫	⌵
Group Work	0 Items	10 %	🚫	⌵
Homework	0 Items	10 %	🚫	⌵
Presentation	0 Items	10 %	🚫	⌵

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.

Select how the overall grade is displayed
Letter

Show to students

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).

Calculation Details

Select a Calculation Type
Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink (🔗) an item from its category to weigh it independently.
- Unlock (🔒) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

Assignment 1: Assessing Articles	Assignment	60 %	🚫	↺
Assignment	6 Items	20 %	🚫	⌵
Test	3 Items	30 %	🚫	⌵
Quiz 1	Test		🚫	🔗
Quiz 2 - Fact Checking and Lateral Reading	Test		🚫	🔗
Final Take Home Quiz	Test		🚫	🔗
Attendance	2 Items	0 %	🚫	⌵

Overall Grade Settings

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Base calculation on points earned out of total graded points.

Select how the overall grade is displayed
Percentage

Show to students

Blackboard Ultra Course
Overall Grade

Select a Calculation Type
Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

- Unlink (🔗) an item from its category to weigh it independently.
- Unlock (🔒) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

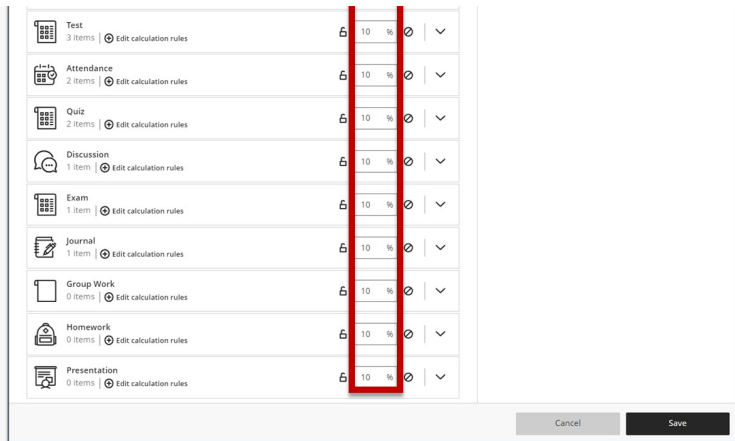
Assignment	5 Items	10 %	🚫	⌵
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Overall Grade Settings

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.

Select how the overall grade is displayed
Letter

Show to students



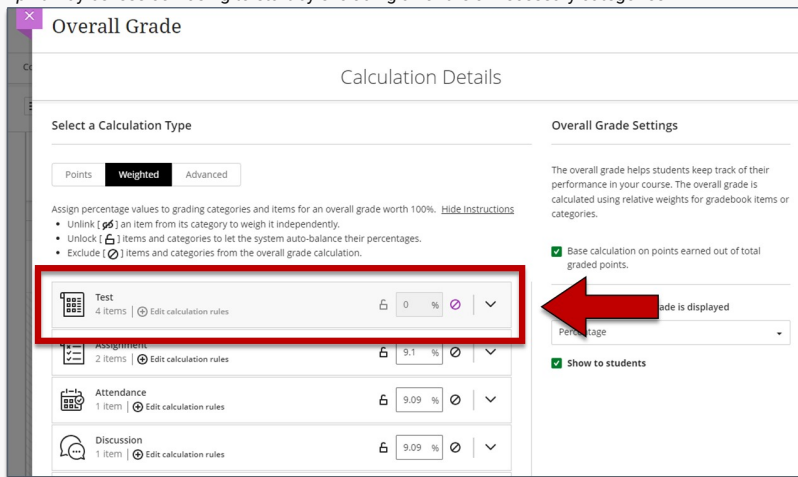
7. Select each percentage box to change the weight of each grade.

8. Complete any of the following tasks:



- 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.

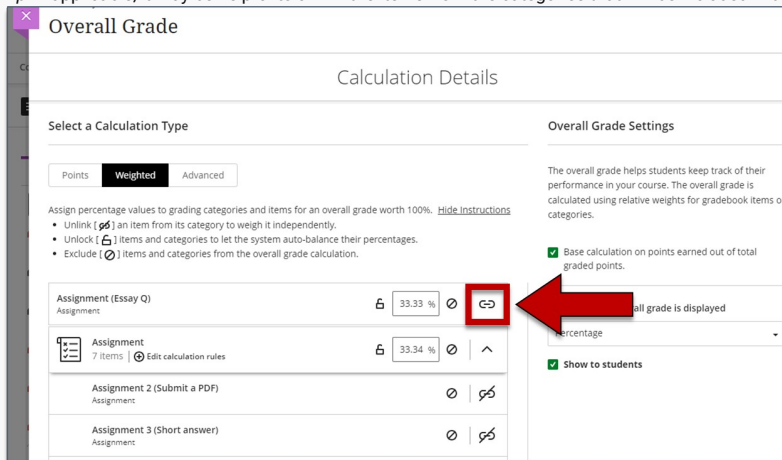


- Select the **unlink icon** to unlink an individual item from the category to calculate it independently. When the **unlink icon** is enabled it will change to

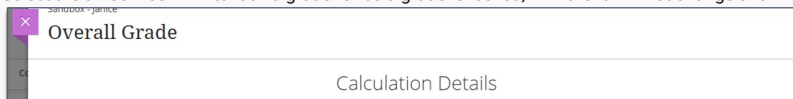


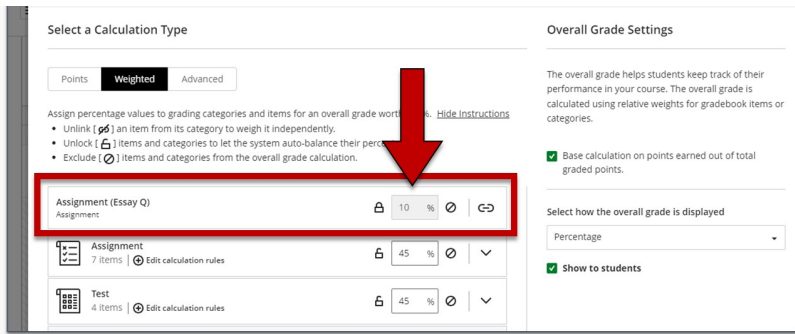
the **link icon** and the item will appear above the category.

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.

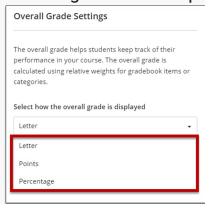




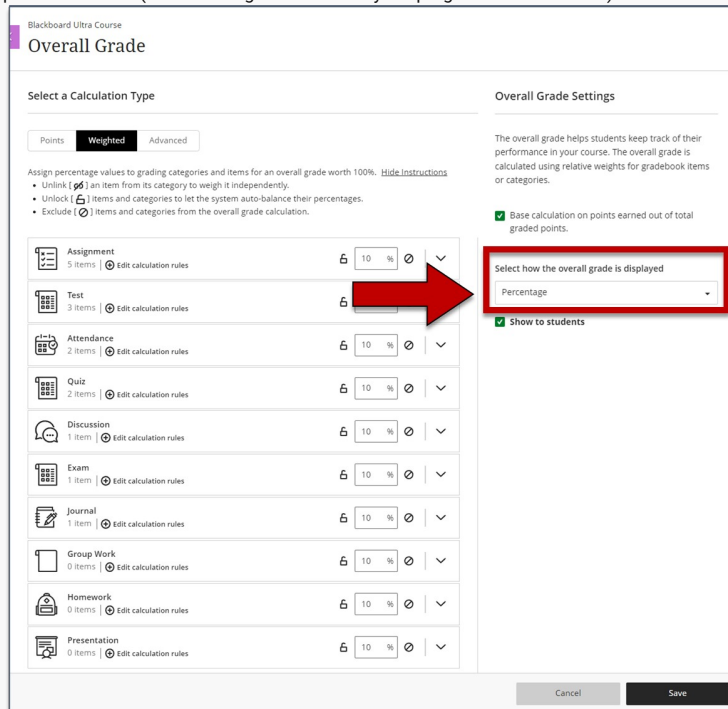
To unlock an item, select the **lock icon** . Unlocking a grade will allow editing.

- **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).



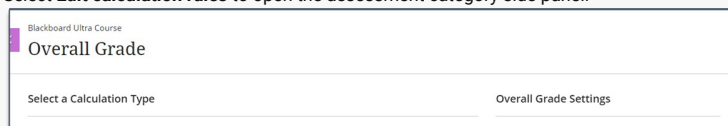
11. Once you have finished, select **Save**.

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.



Points **Weighted** Advanced

Assign percentage values to grading categories and items for an overall grade worth 100%. [Hide instructions](#)

- Unlink [🔗] an item from its category to weigh it independently.
- Unlock [🔒] items and categories to let the system auto-balance their percentages.
- Exclude [🚫] items and categories from the overall grade calculation.

Assignments 5 items	Edit calculation rules	10 %	🔗	🚫	⌵
Test 3 items	Edit calculation rules	10 %	🔗	🚫	⌵
Attendance 2 items	Edit calculation rules	10 %	🔗	🚫	⌵
Quiz 2 items	Edit calculation rules	10 %	🔗	🚫	⌵
Discussion 1 item	Edit calculation rules	10 %	🔗	🚫	⌵
Exam 1 item	Edit calculation rules	10 %	🔗	🚫	⌵
Journal 1 item	Edit calculation rules	10 %	🔗	🚫	⌵
Group Work 0 items	Edit calculation rules	10 %	🔗	🚫	⌵
Homework 0 items	Edit calculation rules	10 %	🔗	🚫	⌵
Presentation 0 items	Edit calculation rules	10 %	🔗	🚫	⌵

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Select how the overall grade is displayed

Letter

Show to students

Cancel Save

2. Select **Enable**.

Blackboard Ultra Course

Quiz Category

Category Calculation Rule

Enable

Enabling a rule allows you to calculate for all assessments within the category to calculate the category's total score. You need to have more than one (1) non-averaged item within the category to use a rule correctly. Bear in mind that weighting rules can affect a student's final grade for that category.

Drop Scores
Choose to drop scores from the total calculation

Use Only
Choose to use only specific scores in the total calculation

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

