

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**.

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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 scores for past due work
Students can submit late work and receive grades. Students will also receive a warning if they are not graded.

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

Weighted

Assignments category (40% of overall grade)

- Assignment 1
- Assignment 2

Final Exam (60% of overall grade)

Overall Grade /100%

☐ Advanced

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

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.*

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Overall Grade

Select a Calculation Type

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

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

Category	Items	Weight	Actions
Assignment	5 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Test	3 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Attendance	2 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Quiz	2 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Discussion	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Exam	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Journal	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Group Work	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Homework	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Presentation	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>

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

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

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Overall Grade

Select a Calculation Type

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

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

Category	Items	Weight	Actions
Assignment	5 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Test	3 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Attendance	2 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Quiz	2 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Discussion	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Exam	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Journal	1 item	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Group Work	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Homework	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>
Presentation	0 items	10 %	<input type="button" value="ps"/> <input type="button" value="X"/> <input type="button" value="v"/>

Overall Grade Settings

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Select how the overall grade is displayed

Letter

☒ Show to students

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).

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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.
- Unlink (🔗) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

Category	Items	Weight	Exclude	Unlink
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.
- Unlink (🔗) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

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

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.

☒ 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.
- Unlink (🔗) items and categories to let the system auto-balance their percentages.
- Exclude (🚫) items and categories from the overall grade calculation.

Category	Items	Weight	Exclude	Unlink
Assignment	5 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

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 %	🔒	⌵

Cancel Save

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.

Overall Grade

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.

Test	4 items	0 %	🚫	⌵
Assignment	2 items	9.1 %	🔒	⌵
Attendance	1 item	9.09 %	🔒	⌵
Discussion	1 item	9.09 %	🔒	⌵

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.

☒ Base calculation on points earned out of total graded points.

☐ Grade is displayed

Percentage

☒ Show to students



- 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.

Overall Grade

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 (Essay Q)	Assignment	33.33 %	🔗	⌵
Assignment	7 items	33.34 %	🔒	⌵
Assignment 2 (Submit a PDF)	Assignment		🔗	⌵
Assignment 3 (Short answer)	Assignment		🔗	⌵

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.

☒ Base calculation on points earned out of total graded points.

☐ All grade is displayed

Percentage

☒ Show to students



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

Overall Grade

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.

Item	Weight	Lock	Exclude	Unlink
Assignment (Essay Q)	10 %	🔒	🚫	🔗
Assignment 7 Items 🛠️ Edit calculation rules	45 %	🔒	🚫	🔗
Test 4 Items 🛠️ Edit calculation rules	45 %	🔒	🚫	🔗

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.

☒ Base calculation on points earned out of total graded points.

Select how the overall grade is displayed

Percentage

☒ Show to students



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.

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

Points

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).

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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.

Item	Weight	Lock	Exclude	Unlink
Assignment 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 %	🔒	🚫	🔗

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.

☒ Base calculation on points earned out of total graded points.

Select how the overall grade is displayed

Percentage

☒ Show to students

Cancel Save

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.

Blackboard Ultra Course

Overall Grade

Select a Calculation Type

Points **Weighted** Advanced

Overall Grade Settings

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.

Category	Items	Weight	Grade	Options
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	%	🔗 🚫

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

2. Select **Enable**.

Blackboard Ultra Course

Quiz Category

Category Calculation Rule

☒ Enable

Enabling a rule allows you to set a weight for all assignments within the category to calculate the category's total score. You need to have more than one (1) non-exempt item within the category to use a rule correctly. Bear in mind that existing 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

