

# 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.

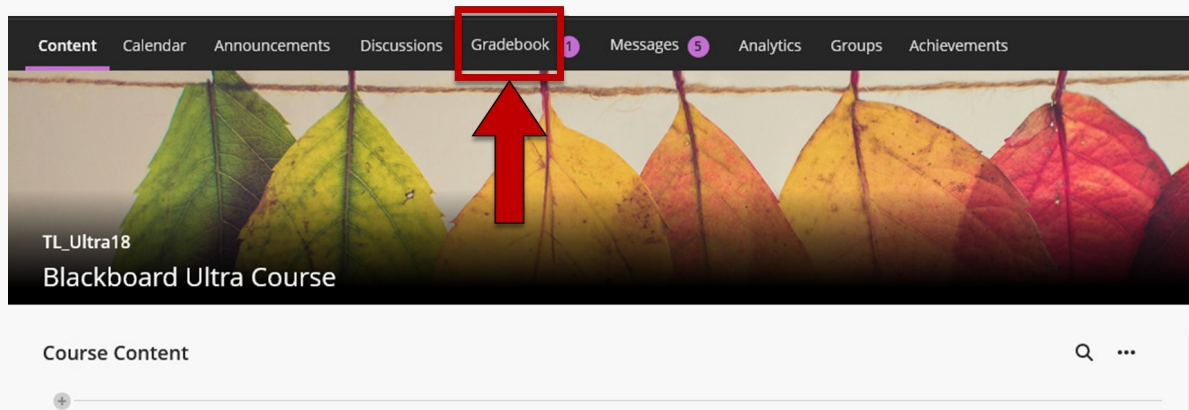
## Setting Up an Overall Grade (Weighted Total)

**Note:** Take a look at this [4:43 minute video](#) that quickly walks you through setting up an overall grade. (Updated: August 21, 2023)

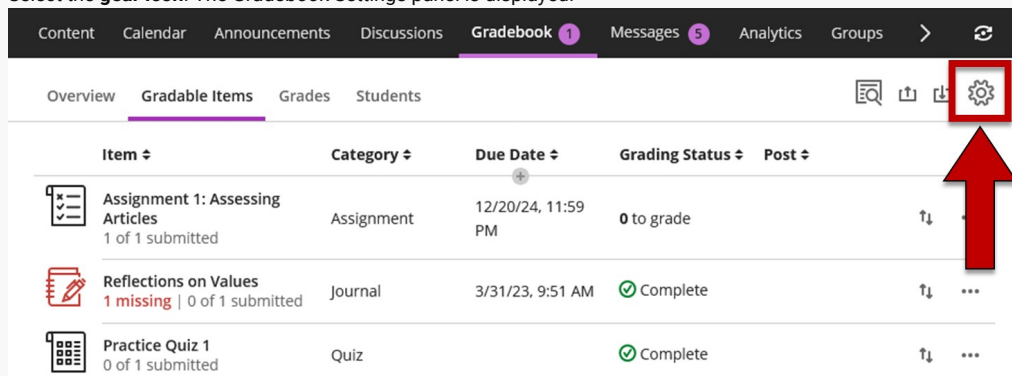
[Additional explanations and instructions \(with videos\)](#) on setting up overall grade (Added: September 27, 2023).

Set up an overall grade by completing the following tasks.

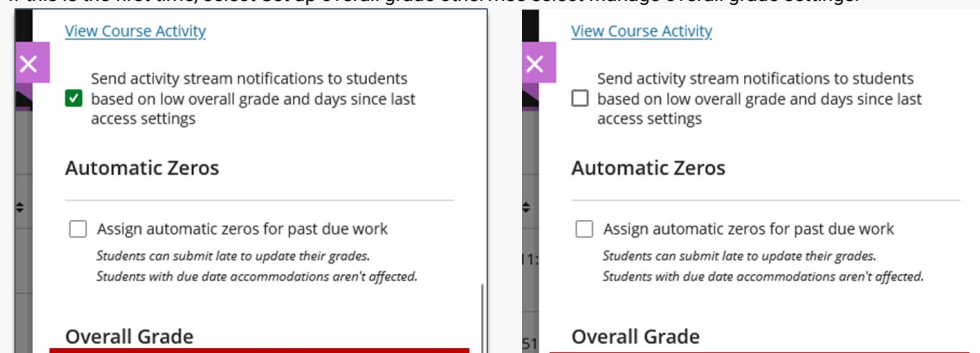
1. Select **Gradebook**.

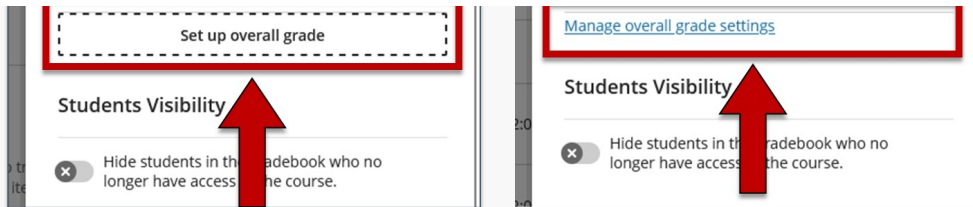


2. Select the **gear icon**. The Gradebook Settings panel is displayed.

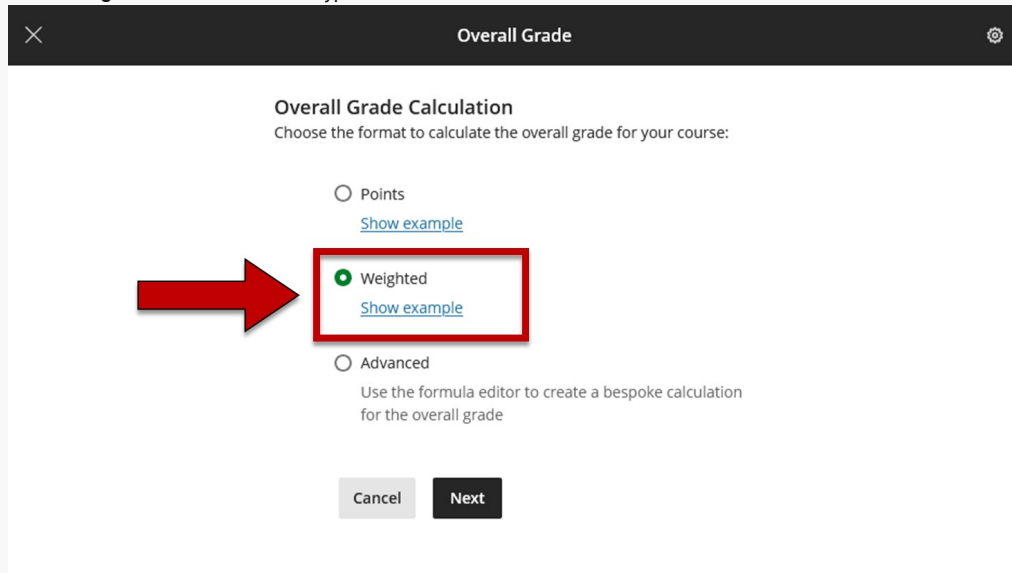


3. If this is the first time, select Set up overall grade otherwise select Manage overall grade settings.



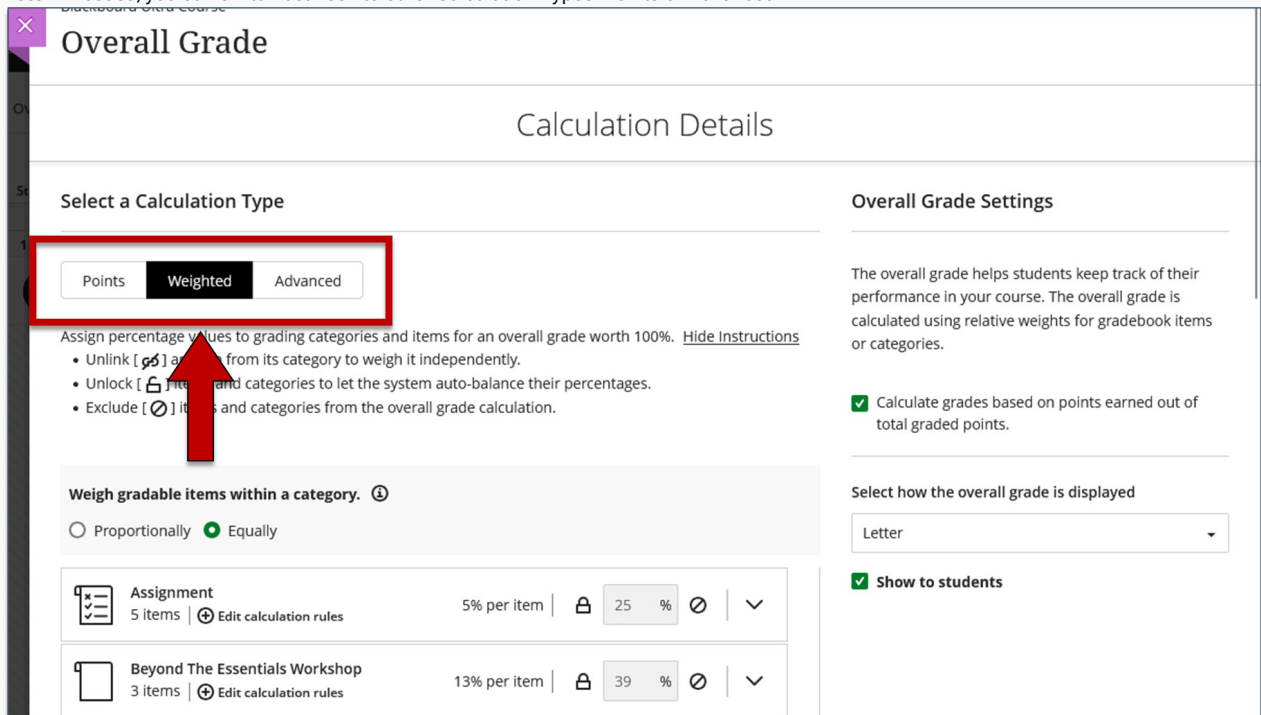


4. Select **Weighted** as the calculation type. Select **Next**.



5. The Overall Grade page is displayed. It is currently showing the **Weighted** grade (noted at the top left, highlighted in black).

**Note:** If needed, you can switch between to other Calculation Types: Points or Advanced.



6. Under Weigh gradable items within a category, select **Proportionally** or **Equally**.

- **Proportionally:** Takes the points of the item and divides the result by the total points within the category to obtain a percentage for each item in the weighted category. The resulting percentages retain the proportional weight of each item so that items with a larger point value have more effect on the calculated grade. For example, if the total points for all items in the Assignment category is 100 and Assignment 1 is worth 40 points, then it represents 40% of the Assignment category. Since the Assignment category is worth 25% of the final grade, Assignment 1 contributes 10% ( $0.40 \times 25\%$ ) to the overall grade.

**Note:** To view items within a category select the downward caret to the right of the category (consider each category as a folder

with items).

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.

**Weigh gradable items within a category.** ⓘ

Proportionally  Equally

Assignment	Weight	Exclude	Unlink
Assignment 5 items   Edit calculation rules	25 %	🚫	🔗
Assignment 3 - Annotated Bibliography Assignment	3.75%	🚫	🔗
Group Assignment Assignment	3.75%	🚫	🔗
Assignment 4: Event Explained Assignment	3.75%	🚫	🔗
Assignment 2: Exploring News Sources Assignment	3.75%	🚫	🔗
Assignment 1: Assessing Articles Assignment	10%	🚫	🔗

- **Equally:** Items within a category will receive an equal distribution of the percentage assigned. For example, if the Assignment category is weighted as 25% and there are 5 items, then each item is worth 5% of the final grade.
- Note:** To view items within a category select the downward caret to the right of the category (consider each category as a folder with items).

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.

**Weigh gradable items within a category.** ⓘ

Proportionally  Equally

Assignment	Weight	Exclude	Unlink
Assignment 5 items   Edit calculation rules	5% per item   25 %	🚫	🔗
Assignment 3 - Annotated Bibliography Assignment		🚫	🔗
Group Assignment Assignment		🚫	🔗
Assignment 4: Event Explained Assignment		🚫	🔗
Assignment 2: Exploring News Sources Assignment		🚫	🔗
Assignment 1: Assessing Articles Assignment		🚫	🔗

7. Blackboard has set categories in the Overall Grade that might not be applicable (for example, the **Homework** category). These categories cannot be deleted. Visit [Using Gradebook Categories](#) for more information.

Discussion	Weight	Exclude	Unlink
Discussion 1 item   Edit calculation rules	10 %	🚫	🔗

Exam 1 item   <a href="#">+ Edit calculation rules</a>	10 %		
Journal 1 item   <a href="#">+ Edit calculation rules</a>	10 %		
Group Work 0 items   <a href="#">+ Edit calculation rules</a>	10 %		
Homework 0 items   <a href="#">+ Edit calculation rules</a>	10 %		
Presentation 0 items   <a href="#">+ Edit calculation rules</a>	10 %		

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

Group Work 0 items   <a href="#">+ Edit calculation rules</a>	0 %		
Homework 0 items   <a href="#">+ Edit calculation rules</a>	0 %		
Presentation 0 items   <a href="#">+ Edit calculation rules</a>	0 %		

**Total: 100%**



8. Select the **unlink icon** to unlink an item from its category to calculate it independently. When the item has been unlinked, it will appear above the category. **Note:** Unlink items within a category if you want it to be calculated independently from the category.

<b>Group Assignment</b> Assignment	5 %		
Assignment 4 items   <a href="#">+ Edit calculation rules</a>	20 %		
Assignment 3 - Annotated Bibliography Assignment	3.53%		
Assignment 4: Event Explained Assignment	3.53%		
Assignment 2: Exploring News Sources Assignment	3.53%		
Assignment 1: Assessing Articles Assignment	9.41%		

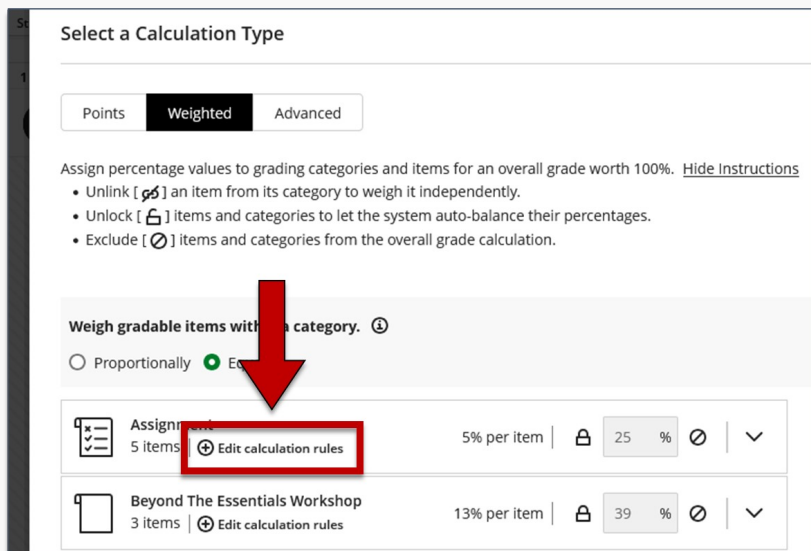
9. Unlock an item or category to edit the percentage weight.

<b>Group Assignment</b> Assignment	5 %		
Assignment 4 items   <a href="#">+ Edit calculation rules</a>	5% per item	20 %	
Assignment 3 - Annotated Bibliography Assignment			
Assignment 4: Event Explained Assignment			
Assignment 2: Exploring News Sources Assignment			

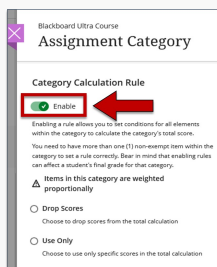
## Edit Calculation Rules

You can edit calculation rules to include or exclude certain grades in Overall Grade. To learn how to drop the lowest grade, visit: [Dropping the Lowest Quiz Grade](#).

1. Select **Edit calculation rules** within a category. The Assessment Category panel is displayed.

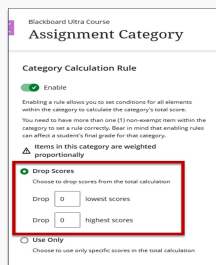


2. Select **Enable**.

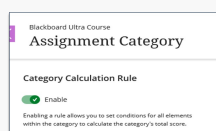


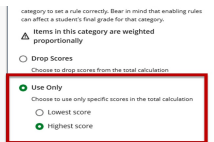
3. Complete one of the following tasks:

- Select **Drop Scores** and enter how many of the lowest and/or highest grades will be dropped.



- Select **Use Only** to use only the lowest or highest score in the Overall Grade.

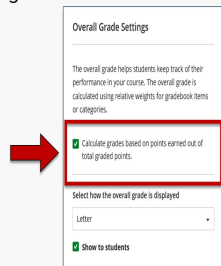




4. Select **Continue**.
5. Select **Save** to keep the changes made to the Calculation Rule.

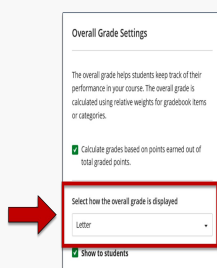
## Edit How Overall Grades are Viewed

1. Check the box for "Calculate grades based on points earned out of total graded points" to show grade based on total grade. If unchecked, grade is calculated based on total possible grade.



2. Select the drop-down list in the Overall Grade Settings panel and select one of the following options:

- **Letter:** The grade is displayed as a letter (i.e. A+ or B) corresponding to your Grade Schema. See Understanding Gradebook Settings for more information.
- **Points:** The grade is displayed as a fraction. The numerator is the points they have earned through their grades, while the denominator is the total number of points for all assignments that are graded. Note: If a student has not completed an assignment and it is left ungraded their denominator will appear different to other classmates.
- **Percentage:** The grade is displayed as a percentage. Note: 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).



3. Once you have finished, select **Save**.  
**Note:** The total must add up to 100% in order to save and proceed.

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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

