

# Setting Up the Overall Grade (Grand Total)

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The overall grade is similar to a Grand Total column (or a Weighted Total column) in Blackboard Original.

To set up a Weighted Total column, look at our [Setting Up an Overall Grade \(Weighted Total\)](#) article.

## Setting Up an Overall Grade (Grand Total)

Set up an overall grade (grand total column) by completing the following tasks.

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

Blackboard Ultra Course

Content Calendar Discussions **Gradebook** Messages Analytics

Student Preview

Gradeable 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... ☐ past due work

☐ Students can submit... ☐ late grades

☐ Students with due... ☐ focus event allowed

Overall Grade

**Set up overall grade**

Grade Categories

Grade categories are groups of similar coursework.

4. Select **Points**.

Blackboard Ultra Course

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 [Hide example](#)

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. Make sure **Points** is selected.

**Overall Grade**

Calculation Details

Select a Calculation Type

**Points** Weighted Advanced

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

Category	Items	Weight	Exclude	Unlink
Assignment	3 items   <a href="#">Edit calculation rules</a>	100	<input type="checkbox"/>	<input type="checkbox"/>
Assignment 1	Assignment	25	<input type="checkbox"/>	<input type="checkbox"/>
Assignment 2 - Group Work	Assignment	25	<input type="checkbox"/>	<input type="checkbox"/>
Assignment 3	Assignment	50	<input type="checkbox"/>	<input type="checkbox"/>
Blog	0 items   <a href="#">Edit calculation rules</a>	0	<input type="checkbox"/>	<input type="checkbox"/>
Discussion	0 items   <a href="#">Edit calculation rules</a>	0	<input type="checkbox"/>	<input type="checkbox"/>

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. Complete any of the following tasks:



1. 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.



2. 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.



7. 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

8. Select **Save**.

## 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.

**Overall Grade**

Calculation Details

Select a Calculation Type

**Points** Weighted Advanced

Assign point values to grade categories (such as tests or assignments) and grading

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

items (such as a particular test). [Hide instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

Item	Score	Exclude	Unlink
Assignment 3 items   <a href="#">Edit calculation rules</a>		<input type="checkbox"/>	<input type="checkbox"/>
Assignment 1 Assignment	25	<input type="checkbox"/>	<input type="checkbox"/>
Assignment 2 - Group Work Assignment	25	<input type="checkbox"/>	<input type="checkbox"/>
Assignment 3 Assignment	50	<input type="checkbox"/>	<input type="checkbox"/>
Blog 0 items   <a href="#">Edit calculation rules</a>	0	<input type="checkbox"/>	<input type="checkbox"/>
Discussion 0 items   <a href="#">Edit calculation rules</a>	0	<input type="checkbox"/>	<input type="checkbox"/>

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

Creating a rule allows you to set conditions for all elements within the category to calculate the category's total score. You need to have more than one (1) score-based item within the category to set a rule correctly. Bear in mind that enabling 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, gradebook, overall-grade