# Setting Up the Overall Grade (Grand Total)
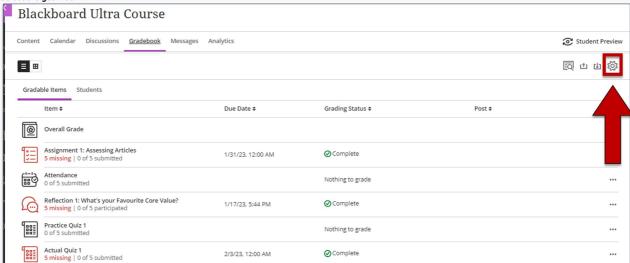
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The overall grade is similar to a Grand Total column (or a Weighted Total column) in Blackboard Original.

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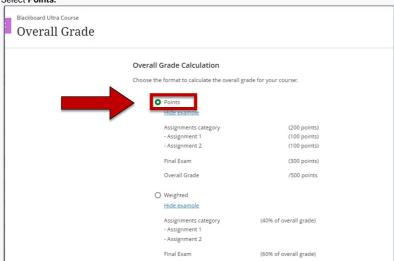
1. Select **Gradebook.**
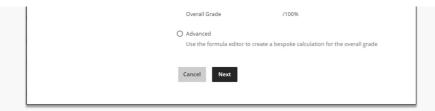2. Select the **gear icon**.



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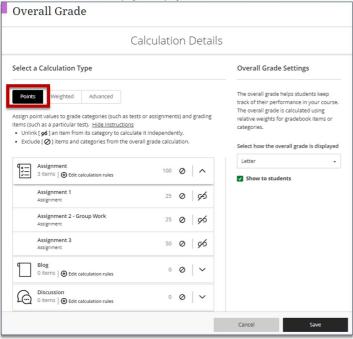


4. Select **Points.**

Overall Grade                    /100%

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

   Cancel    **Next**

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). <u>Hide Instructions</u>
- Unlink [ ⌀ ] an item from its category to calculate it independently.
- Exclude [ ⊘ ] items and categories from the overall grade calculation.

| Assignment<br>3 items \| ⊕ Edit calculation rules | 100 | ⊘ | ^ |
| Assignment 1<br>Assignment | 25 | ⊘ | ⌀ |
| Assignment 2 - Group Work<br>Assignment | 25 | ⊘ | ⌀ |
| Assignment 3<br>Assignment | 50 | ⊘ | ⌀ |
| Blog<br>0 items \| ⊕ Edit calculation rules | 0 | ⊘ | v |
| Discussion<br>0 items \| ⊕ Edit calculation rules | 0 | ⊘ | 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

Cancel    Save

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

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Select how the overall grade is displayed

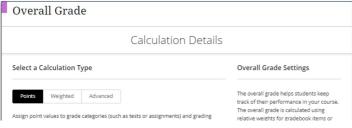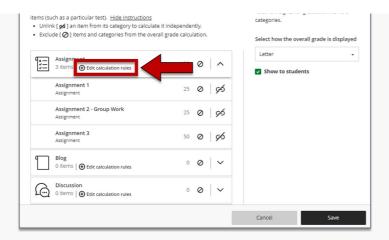| Letter                        ▾ |

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: <span style="color:red">Dropping the Lowest Quiz Grade.</span>

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

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items (such as a particular test). <u>Hide Instructions</u>
- Unlink [ 🔗 ] an item from its category to calculate it independently.
- Exclude [ ⊘ ] items and categories from the overall grade calculation.

| | | |
|---|---|---|
| **Assignment**<br>3 items  ⊕ Edit calculation rules | ⊘ | ∧ |
| Assignment 1<br>Assignment | 25  ⊘ | 🔗 |
| Assignment 2 - Group Work<br>Assignment | 25  ⊘ | 🔗 |
| Assignment 3<br>Assignment | 50  ⊘ | 🔗 |
| **Blog**<br>0 items  ⊕ Edit calculation rules | 0  ⊘ | ∨ |
| **Discussion**<br>0 items  ⊕ Edit calculation rules | 0  ⊘ | ∨ |

categories.

Select how the overall grade is displayed

Letter ▾

☑ **Show to students**

Cancel    Save

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, gradebook, overall-grade