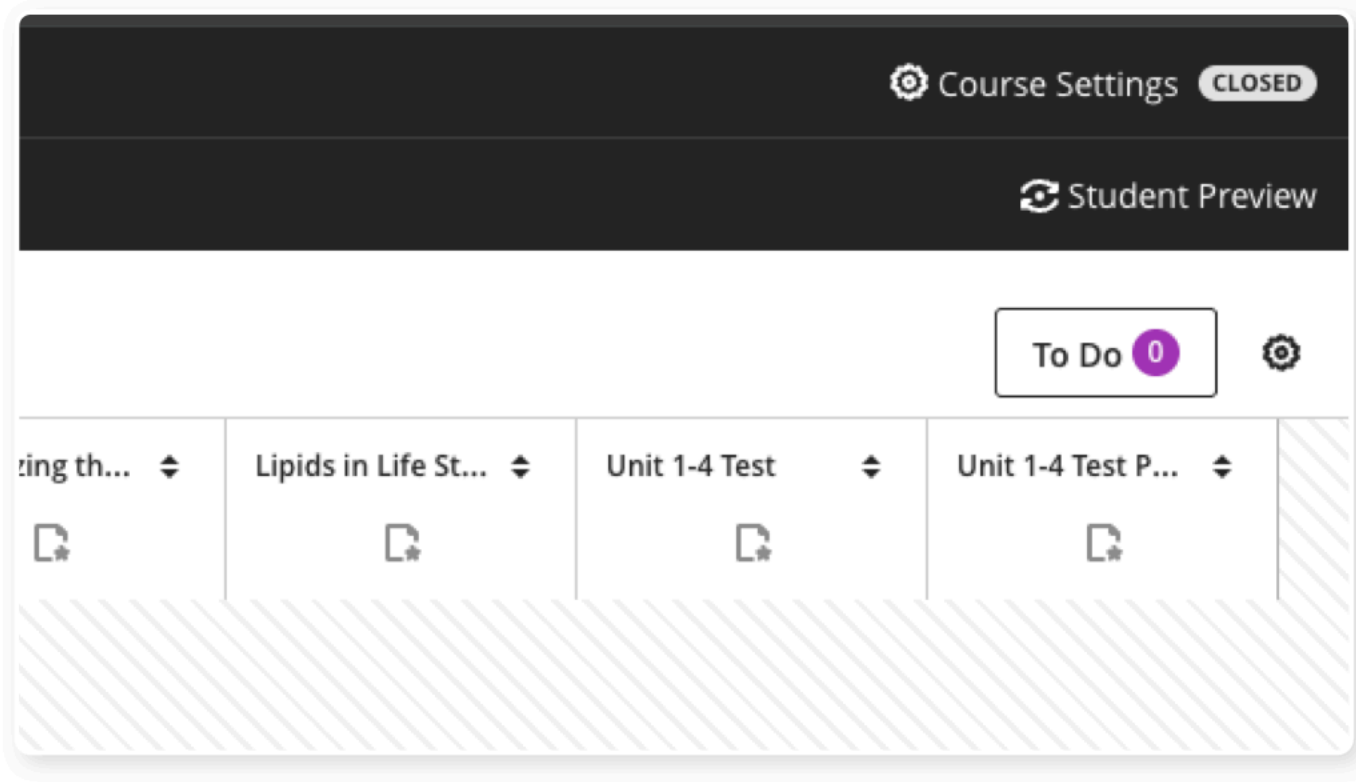
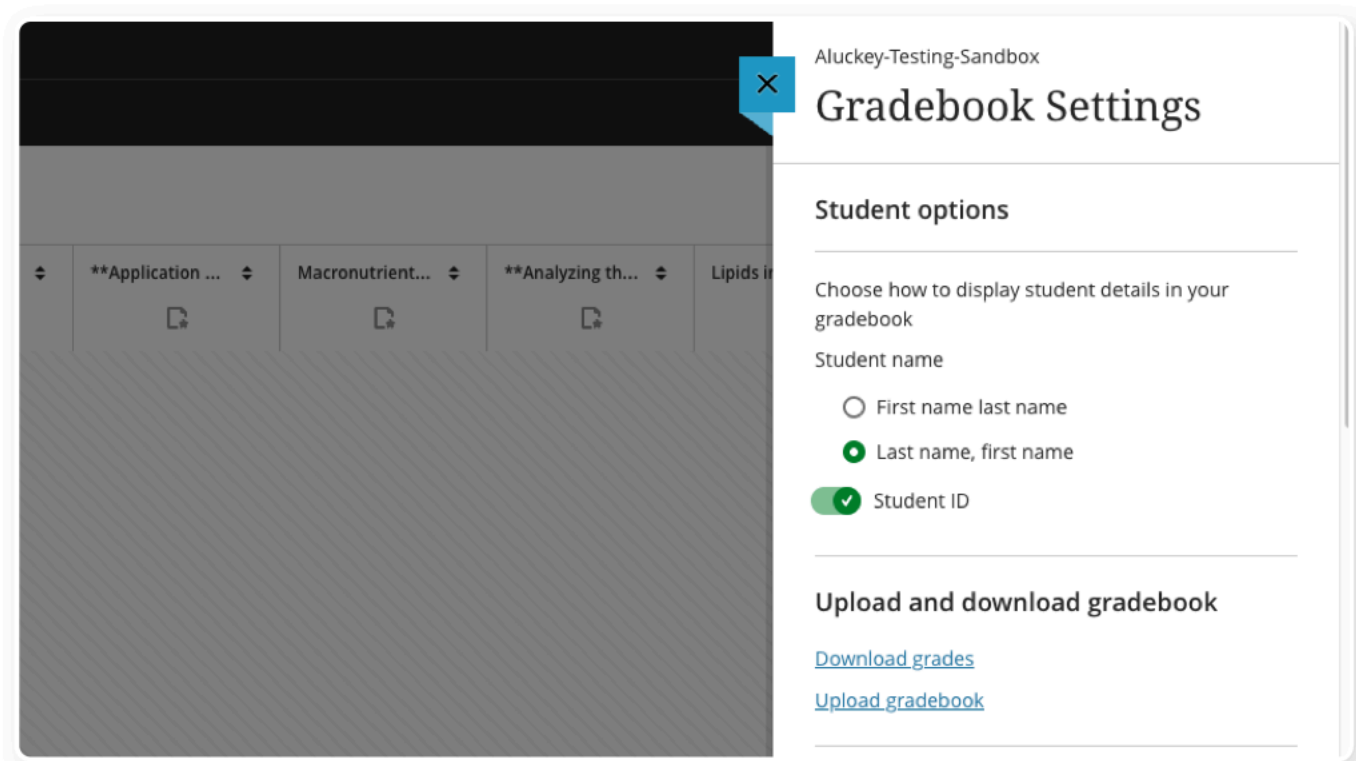


# Creating a Weighted Total in Blackboard Ultra

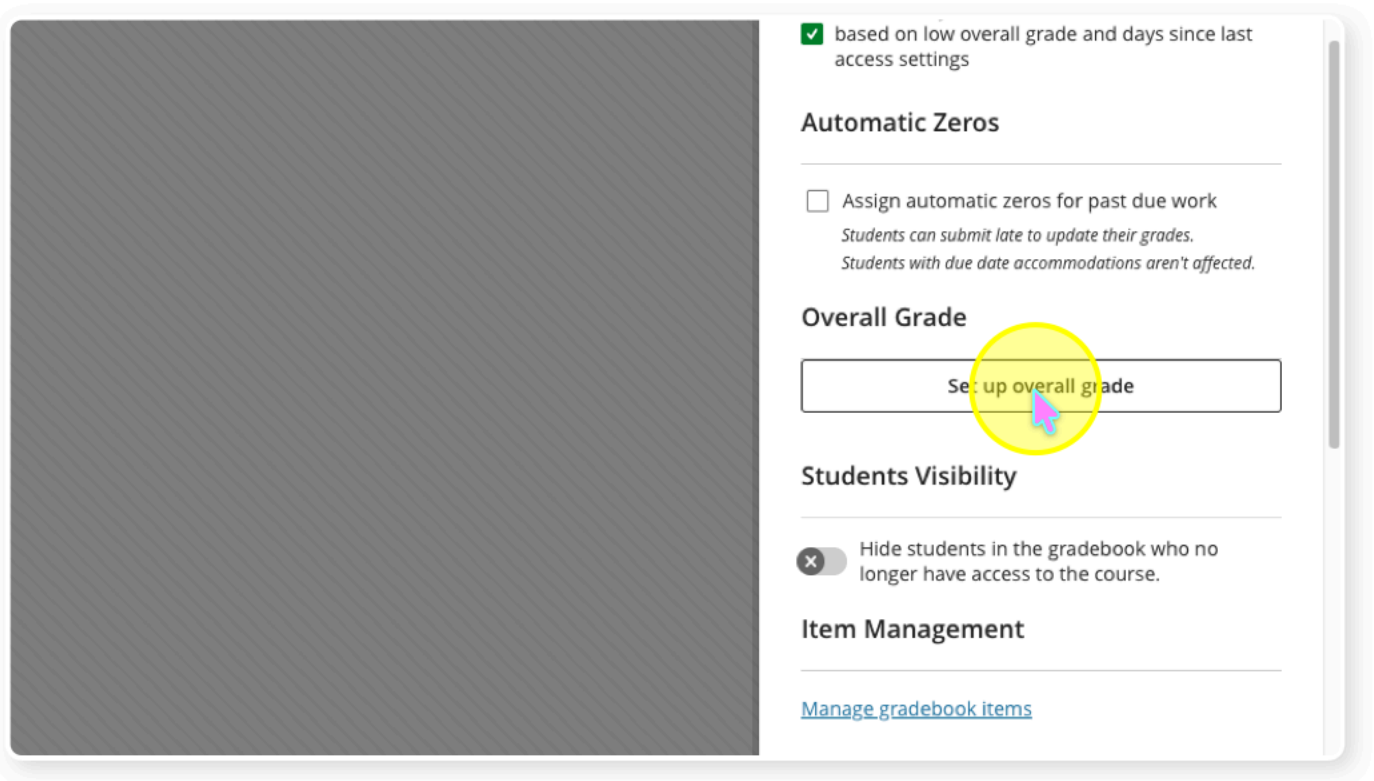
- 1 On the top right hand corner of your grade book, click on the settings icon to the right of the "To Do".



- 2 After, you will see the "Gradebook Settings" panel appear, scroll down on the panel. Stop scrolling when you see "Overall Grade".



3 Click on "Set up overall grade"



☒ based on low overall grade and days since last access settings

### Automatic Zeros

☐ Assign automatic zeros for past due work  
*Students can submit late to update their grades.  
 Students with due date accommodations aren't affected.*

### Overall Grade

Set up overall grade

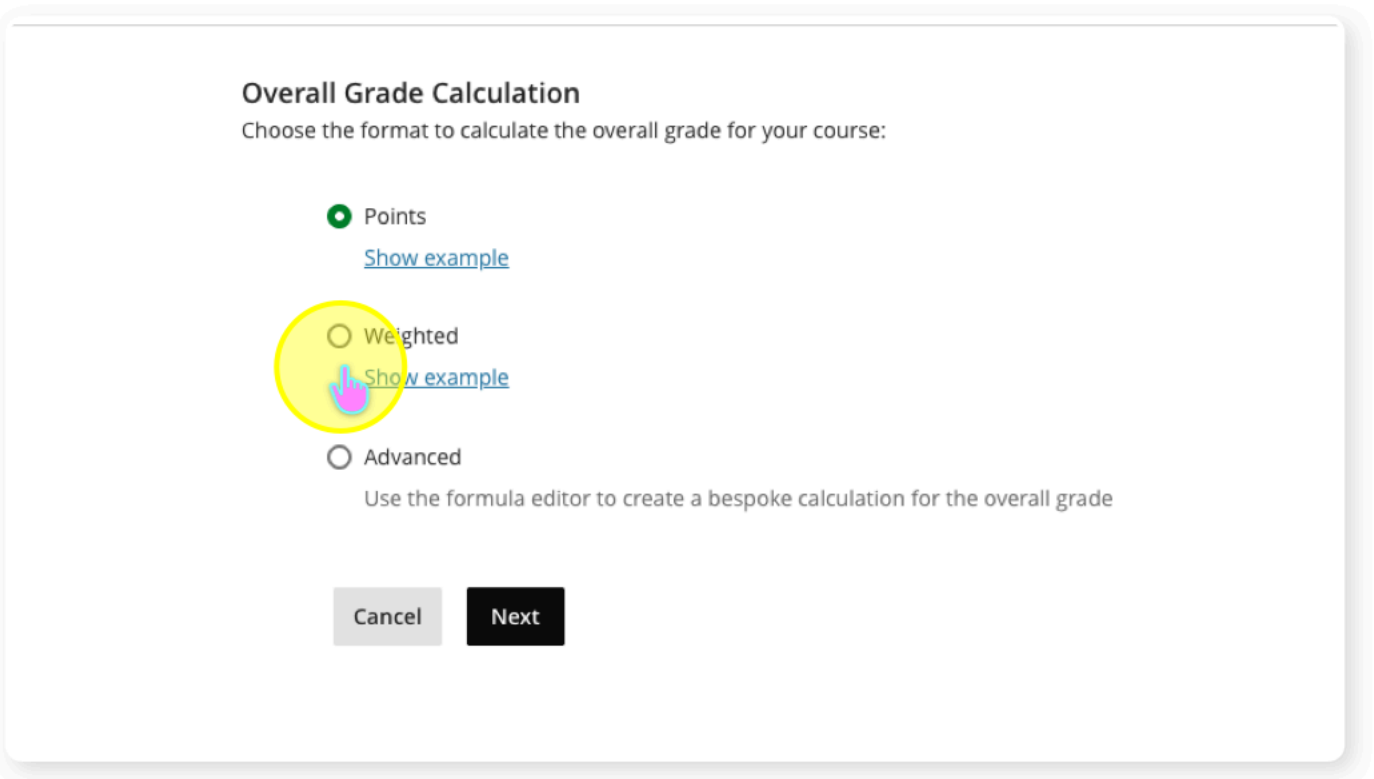
### Students Visibility

☒ Hide students in the gradebook who no longer have access to the course.

### Item Management

[Manage gradebook items](#)

4 Then click on the circle to the left of weighted.



### Overall Grade Calculation

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

☒ Points  
[Show example](#)

☐ Weighted  
[Show example](#)

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

Cancel Next

## 5 Then click on next

### Overall Grade Calculation

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

☐ Points

[Show example](#)

☒ Weighted

[Show example](#)

☐ Advanced

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

Cancel

Next

## 6 Your page will look like this.

×

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 [  Proportionally
 ☐ Equally

Test

4 items

⊕ Edit calculation rules

11.12 %

- 7 Start with your first category. Then in the box where you see the percent, type the correct percentage for that category. Then click the lock. Repeat as needed

|                                                                                     |                                 |
|-------------------------------------------------------------------------------------|---------------------------------|
| <div>Test</div> <div>4 items   <a href="#">+ Edit calculation rules</a></div>       | <div>11.12 %</div> <div>🔒</div> |
| <div>Assignment</div> <div>3 items   <a href="#">+ Edit calculation rules</a></div> | <div>11.11 %</div> <div>🔒</div> |
| <div>Discussion</div> <div>2 items   <a href="#">+ Edit calculation rules</a></div> | <div>11.11 %</div> <div>🔒</div> |
| <div>Exam</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>       | <div>11.11 %</div> <div>🔒</div> |
| <div>Form</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>       | <div>11.11 %</div> <div>🔒</div> |
| <div>Homework</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>   | <div>11.11 %</div> <div>🔒</div> |

Click in the box type the percent and then click the lock.

- 8 For any category you are not using click the circle with the line through it.

|                                                                                       |                                                           |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <div>Exam</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>         | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |
| <div>Form</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>         | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |
| <div>Homework</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>     | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |
| <div>Journal</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>      | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |
| <div>Presentation</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div> | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |
| <div>Quiz</div> <div>0 items   <a href="#">+ Edit calculation rules</a></div>         | <div>11.11 %</div> <div>🔒</div> <div>⊗</div> <div>▼</div> |

Click here

Total: 100%

- 9 Then, click inside the box below “Select how the Overall Grade is Displayed”.

[tions](#)

### 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.

☒ Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Letter

☒ Show to students

11.12 %

Click here

- 10 Click your preferred way you want the overall grade to appear.

[Hide Instructions](#)

### 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.

☒ Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Letter

Letter

Points

Percentage

Complete/Incomplete

11.12 %

11.11 %

11 Then click save on the bottom right corner.

The screenshot shows a web-based interface for calculating and displaying overall grades. On the left, there is a table with five rows, each containing a lock icon, a percentage value in a text box, a delete icon, and a dropdown arrow. The values are 11.12 %, 11.11 %, 11.11 %, 11.11 %, and 11.11 % respectively. On the right, there is a section titled "Select how the overall grade is displayed" with a dropdown menu currently set to "Points". Below this is a checkbox labeled "Show to students" which is checked. At the bottom right, there are two buttons: a grey "Cancel" button and a dark grey "Save" button. A yellow circle with a hand cursor icon is highlighting the "Save" button.

|   |         |    |   |
|---|---------|----|---|
| 🔒 | 11.12 % | 🗑️ | ▼ |
| 🔒 | 11.11 % | 🗑️ | ▼ |
| 🔒 | 11.11 % | 🗑️ | ▼ |
| 🔒 | 11.11 % | 🗑️ | ▼ |
| 🔒 | 11.11 % | 🗑️ | ▼ |

Select how the overall grade is displayed  
Points ▼

☒ Show to students

Cancel Save