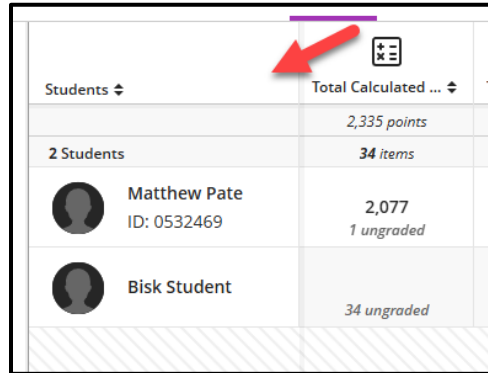


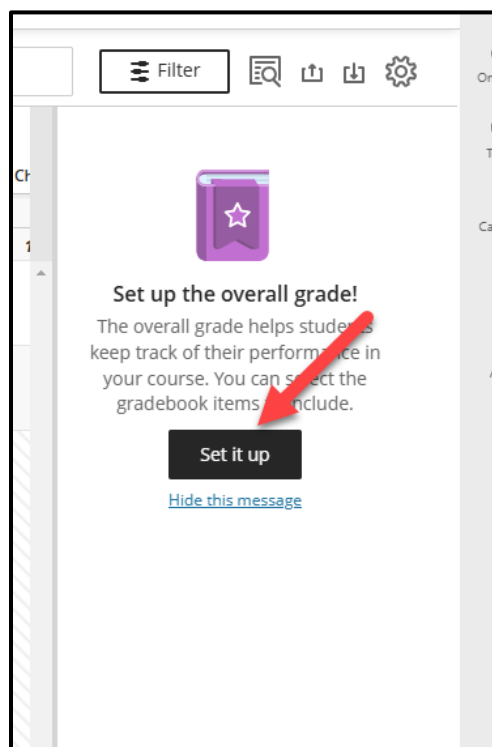


Setting Up the Overall Grade in a Course



Students	Total Calculated ...
	2,335 points
2 Students	34 items
Matthew Pate ID: 0532469	2,077 1 ungraded
Bisk Student	34 ungraded

When the **Overall Grade** column needs to be created, you will see the set-up panel on the right side of the gradebook. Make sure you are in the **Grades** view to begin the setup process.



Choose **Set it up** to begin the column creation process. This message can be hidden and accessed through the gradebook settings (cog wheel).



Sandbox_Pate_Ultra
Overall Grade

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

The **Overall Grade Calculations** format needs to be chosen before the column can be displayed. You have either **points** or **weighted** to choose from. Select your option and then choose **Next**.

Sandbox_Pate_Ultra
Overall Grade

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	Points	Actions
Assignment	24 Items	1,550	🔗 🚫
Test	8 Items	665	🔗 🚫
Discussion	1 Item	20	🔗 🚫
Form	1 Item	100	🔗 🚫
Attendance	0 Items	0	🔗 🚫
Exam	0 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.

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

Select how the overall grade is displayed

Letter

☒ show to students

Cancel Save

The first arrow displays **points** as the chosen course grading schema. Here, you can review each category and assignment point values, along with the overall points in the course to match your syllabus. The column display will be in a letter format. You also can modify this setting to show the running point total calculations instead of a letter grade. Choose **Save**.



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.

Weigh gradable items within a category.

☒ Proportionally ☐ Equally

Item	Weight	Percentage	Actions
Assignment 24 items Edit calculation rules	9.1	%	
Test 8 items Edit calculation rules	9.09	%	
Discussion 1 item Edit calculation rules	9.09	%	
Form 1 item Edit calculation rules	9.09	%	
Attendance 0 items Edit calculation rules	9.09	%	
Exam 0 items Edit calculation rules	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.

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

Select how the overall grade is displayed

Letter

☒ Show to students

Cancel Save

If **weighted** is the chosen grading schema, you will notice the category calculations will be in percentages vs points. Here, you can adjust your values to match your syllabus. The total percentage must equal 100%. Click **Save**.

Overview	Gradable Items	Grades	Students
Students		Overall Grade	Total
2 Students		34 items	
	Matthew Pate ID: 0532469	A-	
	Bisk Student	--	

The **Overall Grade** column is now shown as the first column in the gradebook. This can be hidden by selecting the icon for the **Overall Grade** and accessing the sub-menu.