

# Updating Weighted Total (with unlinking instructions)

1

Login to Blackboard and open your course. (the below includes an example from a different course but the steps still apply).

2

Click "Gradebook"

D-1601-FA80X\_23FW

## Academic Writing

Content Calendar Announcements Discussions Gradebook Analytics Groups



Course Faculty

Course Content

### 3 Click the settings icon.

The screenshot shows a gradebook interface. At the top right, there is a "Student Preview" button with an eye icon. Below it, a toolbar contains four icons: a magnifying glass, an upload arrow, a download arrow, and a gear (settings) icon. The gear icon is highlighted with an orange circle. Below the toolbar is a table with two columns: "Grading Status" and "Post". The table contains five rows, each with "Nothing to grade" in the "Grading Status" column and a "1" in the "Post" column. To the right of each row are two small icons: a double-headed vertical arrow and a three-dot menu icon.

### 4 Click "Manage overall grade settings"

The screenshot shows a dialog box titled "Manage overall grade settings". On the left is a dark gray sidebar with a list of items: "Grading Status" (with a double-headed arrow icon), and four "Nothing to grade" items. The "Grading Status" item is highlighted. On the right is the main content area. It has three sections: "Automatic Zeros" with a checkbox labeled "Assign automatic zeros for past due work" and a note "Students can submit late to update their grades. Students with due date accommodations aren't affected."; "Overall Grade" with a link "Manage overall grade settings" (highlighted with an orange circle); and "Grade Categories" with a description "Grade categories are groups of similar coursework. You can add custom categories to the gradebook." and a button "Add New Category". At the bottom is a button "Assignment" with a checklist icon.

5

You'll want to decide if you want to use categories or not. The grade center is sorted into categories by default. Below will be the steps for removing your assignments from categories which is how we've did things last year. Note the buttons are described at the top of the page:

- 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.

6

Click the drop down arrow to show the assignments included in the category.

de [0] items and categories from the overall grade calculation.

Assignment 5 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Test 1 item   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Discussion 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Exam 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Homework 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Journal 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Presentation 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
Quiz 0 items   <a href="#">Edit calculation rules</a>	0 %	⊗	▼
ion	100 %	⊗	↔

Letter

☒ Show to students

7

Unlink all the assignments to remove them from the categories they're auto-sorted into.

#### Calculation Type

Weighted Advanced

percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

Click [🔗] an item from its category to weigh it independently.

Click [🔗] items and categories to let the system auto-balance their percentages.

Click [🔗] items and categories from the overall grade calculation.

Assignment				
5 items   <a href="#">Edit calculation rules</a>	0	%	🔗	⬆
Early Bird Drop Box Assignment	0	%	🔗	
InQuizitive Quizzes Assignment	0	%	🔗	
Habits of Mind Essay: Submissions Drop Box Assignment	0	%	🔗	
Conspiracy Analysis Essay: Submissions Drop Box Assignment	0	%	🔗	
Accessible Translation Essay: Submissions Drop Box Assignment	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.

Select how the overall grade is displayed

Letter

☒ Show to students

Cancel

Save

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Click to unlink.

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Weighted Advanced

percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)

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Click [🔗] items and categories to let the system auto-balance their percentages.

Click [🔗] items and categories from the overall grade calculation.

Early Bird Drop Box Assignment	0	%	🔗	↔
Assignment 4 items   <a href="#">Edit calculation rules</a>	0	%	🔗	⬆
InQuizitive Quizzes Assignment	0	%	🔗	
Habits of Mind Essay: Submissions Drop Box Assignment	0	%	🔗	
Conspiracy Analysis Essay: Submissions Drop Box Assignment	0	%	🔗	
Accessible Translation Essay: Submissions Drop Box Assignment	0	%	🔗	

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Letter

☒ Show to students

Cancel

Save

## 9 Click to unlink.

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Weighted Advanced

percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)  
Click [🔗] an item from its category to weigh it independently.  
Click [🔗] items and categories to let the system auto-balance their percentages.  
Click [🔗] items and categories from the overall grade calculation.

Hard Drop Box Item	0 %	🔗	↔
Multiple Quizzes Item	0 %	🔗	↔
Assignment 3 items   <a href="#">Edit calculation rules</a>	0 %	🔗	^
Habits of Mind Essay: Submissions Drop Box Assignment	0 %	🔗	🔗
Conspiracy Analysis Essay: Submissions Drop Box Assignment	0 %	🔗	🔗
Accessible Translation Essay: Submissions Drop Box Assignment	0 %	🔗	🔗

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Select how the overall grade is displayed

Letter

☒ Show to students

Cancel

Save

## 10 Click to unlink.

### Calculation Type

Weighted Advanced

percentage values to grading categories and items for an overall grade worth 100%. [Hide Instructions](#)  
Click [🔗] an item from its category to weigh it independently.  
Click [🔗] items and categories to let the system auto-balance their percentages.  
Click [🔗] items and categories from the overall grade calculation.

Hard Drop Box Item	0 %	🔗	↔
Multiple Quizzes Item	0 %	🔗	↔
Habits of Mind Essay: Submissions Drop Box Item	0 %	🔗	↔
Assignment 2 items   <a href="#">Edit calculation rules</a>	0 %	🔗	^
Conspiracy Analysis Essay: Submissions Drop Box Assignment	0 %	🔗	🔗
Accessible Translation Essay: Submissions Drop Box Assignment	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.

Select how the overall grade is displayed

Letter

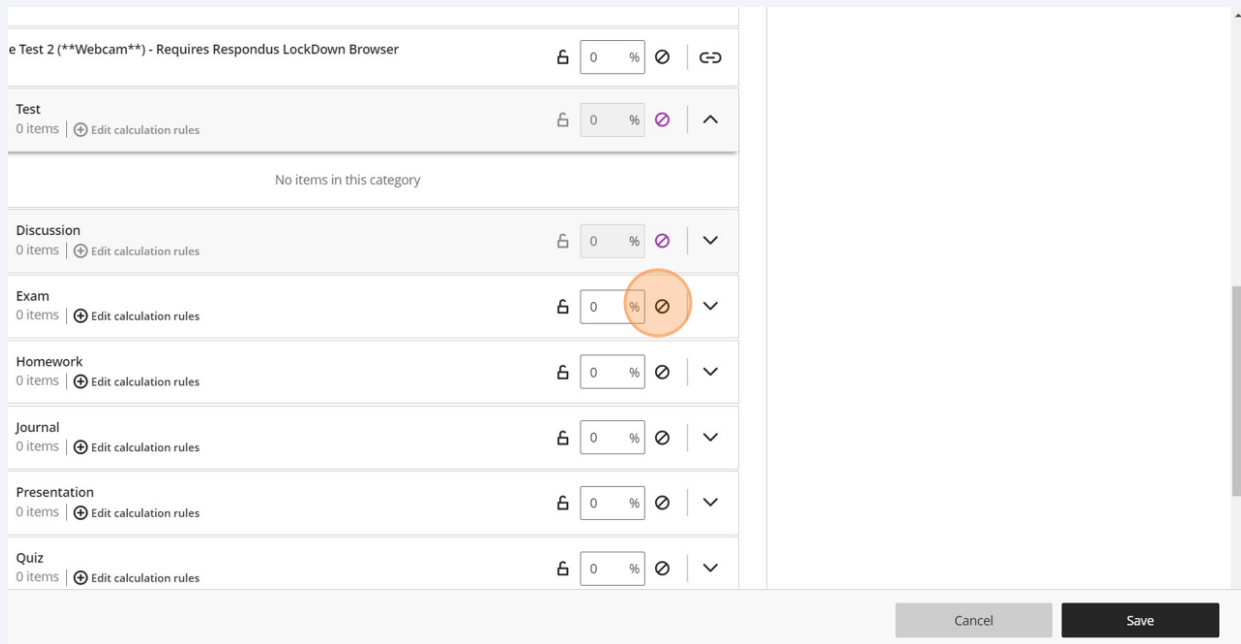
☒ Show to students

Cancel

Save

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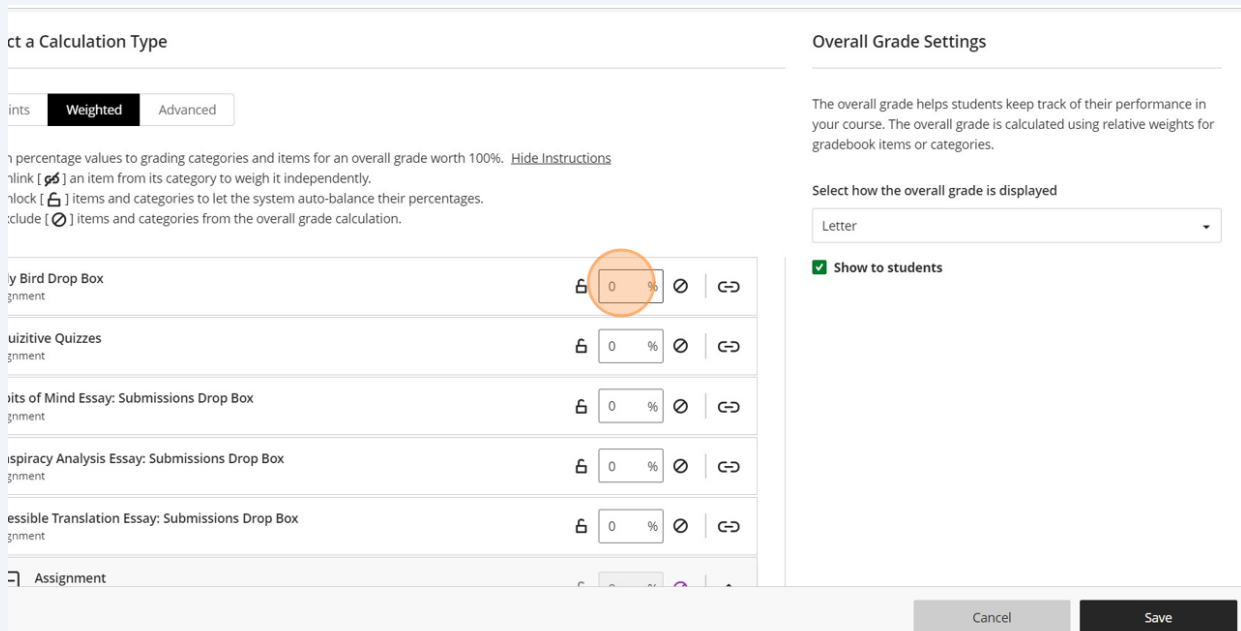
Go through the other categories and use the exclude button to exclude any of the categories you won't be using from the weighting calculation.



The screenshot shows a list of categories for weighting calculation. Each category has a weight field set to 0% and an 'Exclude' button (represented by a circle with a diagonal line). The 'Exam' category's 'Exclude' button is highlighted with an orange circle. The categories listed are: e Test 2 (\*\*Webcam\*\*) - Requires Respondus LockDown Browser, Test, Discussion, Exam, Homework, Journal, Presentation, and Quiz. Each category also has an 'Edit calculation rules' link. At the bottom right, there are 'Cancel' and 'Save' buttons.

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Cross reference your syllabus and apply the percentage weight to each assignment.



The screenshot shows the 'Overall Grade Settings' interface. On the left, the 'Weighted' tab is selected. Below the tabs, there is a section for 'Select a Calculation Type' with instructions on how to use the weighting system. On the right, the 'Overall Grade Settings' section explains that the overall grade helps students keep track of their performance. Below this, there is a dropdown menu for 'Select how the overall grade is displayed' set to 'Letter', and a checked checkbox for 'Show to students'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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See the Overall Grade Settings to the right? Adjust the drop down so it displays how you'd like students to see their grades. It defaults to show them a letter grade.