

Grade columns display grades for the different activities in your course. In Ultra course view, you can create columns for:

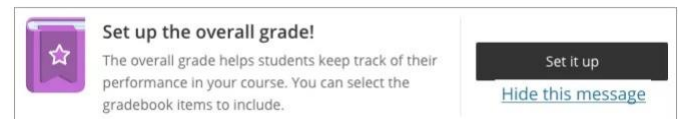
- **Overall Grade** — Displays the final course grade based on points, weighted items, or a custom formula. **Gradable items** — Columns are added automatically for grade items completed online, such as tests and assignments, or you can add columns manually for gradable items completed offline, such as activities that took place outside of class.
- **Total Calculation column** — Displays a calculated score based on points or weighted items. This is most often used for a Term calculation to provide students with another view of the Overall Grade, where one is in points and the other is percentages. For more information, see [Total Calculation Columns](#).

## Overall Grade column

The **Overall Grade** column displays a calculated running tally of all the items you grade and post that count toward the overall course grade. It appears in the gradebook next to the students' names so you can quickly see how each student is performing.

## Set up the overall grade

If you don't have the overall grade configured yet, you'll see a banner prompting you to set it up.



*Don't want to use the overall grade?*

Select **Hide this message** to remove this prompt from your screen. If you change your mind, you can always add the overall grade via the [Gradebook Settings](#).

1. From the banner, select **Set it up**. The Overall Grade page appears.
2. Under **Select a Calculation Type**, select Points:

### 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

- **Points.** A points-based grade calculation may aid transparency as it makes clear to students what's worth more in a course and what's worth less. You can select which categories and items you want to include in the calculation.

The max total points available in the course will be decided by the items and categories you include in the calculation.

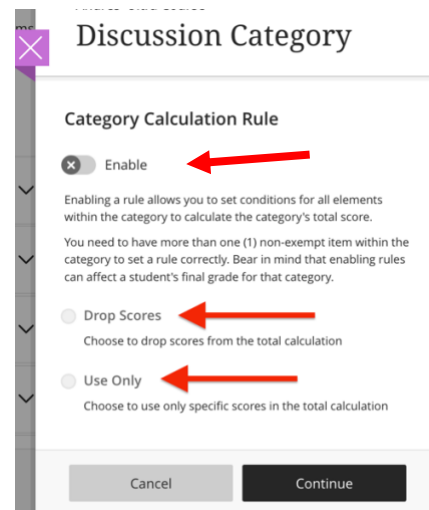
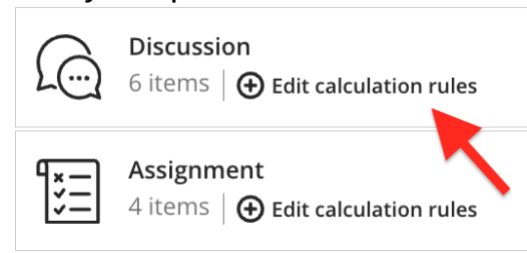
### Add a points overall grades calculation

1. From the Overall Grade page, under **Select a Calculation Type**, select **Points**.
2. Categories containing items are listed first and ordered by the number of items contained. Expand a category to see its items. From here you can:

 Discussion 6 items    Edit calculation rules	600		
Analyzing Ethical Dilemmas in the Workplace Discussion	100	 	
Unveiling the Layers of Coffee Culture Discussion	100		

- o **Unlink** an item from its category. This is useful if you want to include the item in the calculation separately from the rest of the category.
  - o **Exclude** an item within a category from the overall grade calculation. This removes the item points from the total number of points available in the course. The item or category turns gray to indicate that it's not included in the calculation. Select the button again to include the item or category in the calculation again.
3. For each category, you can select **Edit calculation rules** to

verify or update the current settings:



- o **Drop Scores** remove the specified number of the highest or lowest grades for each category from the calculation.
  - o **Use only** removes all grades from the calculation except for the highest or lowest score.
4. Under **Overall Grade Settings**, choose how to display the overall grade — as a letter grade, percentage, points, or any grading schema created in the course. When you select Points, instructors and students see the overall grade as a fraction of the total points earned, divided by the total points available

in the course. For example, 745/800.

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

Select how the overall grade is displayed

Letter

Letter

Points

Percentage

Complete/Incomplete

- When you select **Show to Students**, students can view the overall grade and calculation details from the information button in their Gradebook.

Select how the overall grade is displayed

Letter

- Show to students** ←

- Select **Save**.

Cancel Save



## Edit overall grade settings.

To edit the configuration for the overall grade column, from the Gradebook, select **Settings** to open the Gradebook Settings panel. Then select **Manage overall grade settings**.

50, 65, 75

[View class performance](#)

- Send activity stream alerts to students based on these 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

[Manage overall grade settings](#)

### Grade Categories

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

Attendance

**For more support, contact the eLearning Team:**

**Email:** elearning@tamiu.edu

**Call:** (956) 326-2792

**Visit:** CWT 208, Monday to Friday, 8 AM to 6 PM (CST)