

## Creating a Calculated Column: Weighted Column

A calculated column can be created to automatically calculate your students' grades. A weighted column calculates a grade based the assigned percentage weights of selected columns and categories.

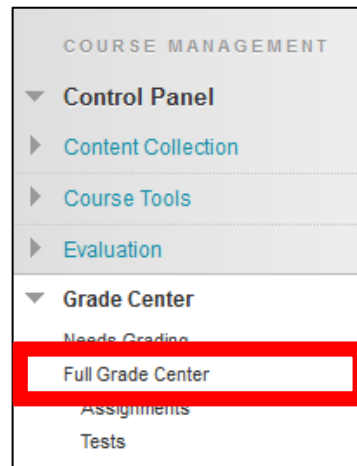
This document will show you how to:

- Assess the Grade Center
- Create an Weighted Column
- Set the Primary Display and Secondary Display options
- Select Columns and/or Categories
- Set Options

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### Assess the Grade Center:

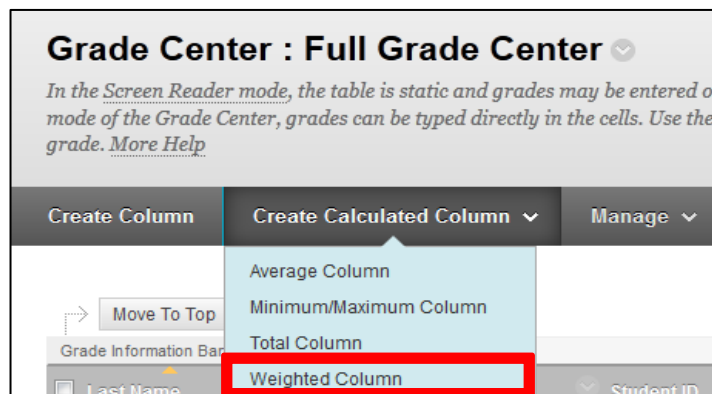
1. On the course menu under **Course Management**, go to **Grade Center**.
2. Click on **Full Grading Center**.



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### Create a Weighted Column:

1. Under **Create Calculated Column**, choose **Weighted Column**.



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2. Fill in the **Column Information** section, give the column a **Name**. This name will appear in both **My Grades** and **Grade Center**. If you want to display a different name in the grade center, add a different name in the **Grade Center Name** box.
3. Adding a **Description** is optional.

**1. Column Information**

\* Column Name

Grade Center Name   
*Displays as the column header in the Grade Center. Cannot exceed 15 characters.*

Description

Normal 3 Arial | **B** *I* U abc |  $x_2$   $x^2$  | [List Icons] [Link Icon] [Unlink Icon]

Path: body

Save as Reusable Object

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## Set the Primary and Secondary Display Options:

1. Set the **Primary Display** in the column as a:
  - Score
  - Letter
  - Text
  - Percentage
  - Complete/Incomplete
2. (Optional) Set the **Secondary Display**. The secondary display is only visible to you and will appear beside the primary display in parentheses.

Primary Display   
*Calculated grades display in this format in both the Grade Center and My Grades.*

Secondary Display   
*This display option is shown in the Grade Center only.*

## Select Columns and/or Categories:

1. In the **Select Columns** section, choose the **Columns** and/or **Categories** you would like to include in the grade and click on the right arrow button.

Columns to Select:

- Weighted Total
- Total
- Chapter 2 Quiz

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Blog
- Journal
- Self and Peer

Category Information

2. Assign a **Weight Percentage** to each column and/or category. Make sure the **Total Weight** at the bottom equals 100%.

\*  % Column: Chapter 1 Quiz

\*  % Category: Discussion

3. Under the selected category, choose to weigh columns **equally** or **proportionally**.
4. There is the option to either **drop the highest or lowest grades** or to **use only the highest or lowest value** in the column. If you decide to drop grades, input a number of **highest** and/or **lowest** grades you would like to drop.

Weight Columns:  Equally  Proportionally

Drop Grades  Use only the Highest Value to Calculate

Highest Grades  Lowest Grades

Drop  Use only the Lowest Value to Calculate

OR  Highest Value to Calculate

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5. Choose if you want to calculate the column as a **Running Total**. Selecting **Yes** means the column will calculate all items that have grades or attempts. Selecting **No** calculates all items and gives a value of 0 for an item without a grade.

Calculate as Running Total       Yes    No

*A running total only includes items with a grade. If there is no grade, the value is 0.*

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### Set Options:

1. In the **Options** section, select if you want to:
  - Include the column in Grade Center calculations
  - Show the column to students
  - Show statistics (average and median) for this column to students in My Grades
2. Click **Submit**.

#### 4. Options

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **Yes** for the third option to show column statistics to students in My Grades.*

Include this Column in Grade Center Calculations       Yes    No

Show this Column to Students       Yes    No

Show Statistics (average and median) for this column to Students in My Grades       Yes    No