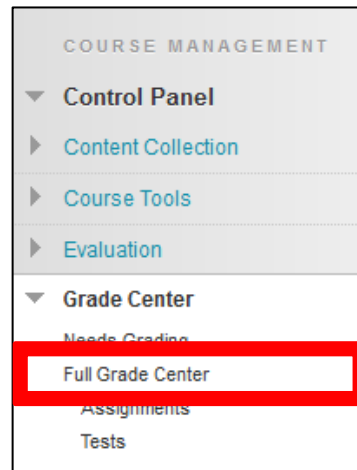# Creating a Calculated Column: Total Column

A calculated column can be created to automatically calculate your students' grades.  A total     column displays the cumulated points for a selected number of columns.

This document will show you how to:
- Assess the Grade Center
- Create an Total Column
- Set the Primary Display and Secondary Display options
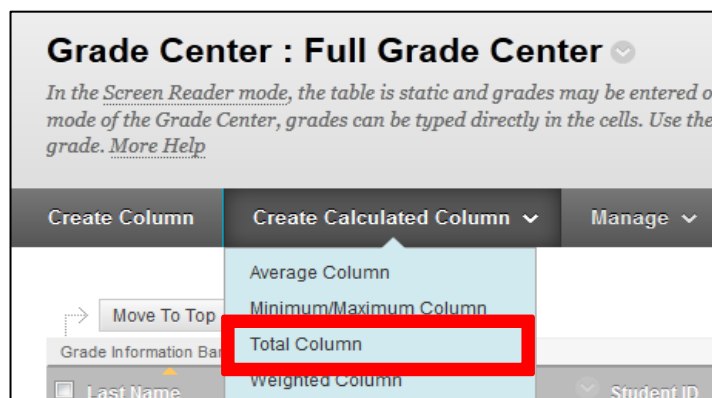- Select Columns and/or Categories
- Set Options

## Assess the Grade Center:

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



## Create an Average Column:

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

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.



## 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.

## Select Columns:

1. In the **Select Columns** section, include either **All Grade Columns** or **Selected Columns and Categories** to be calculated.



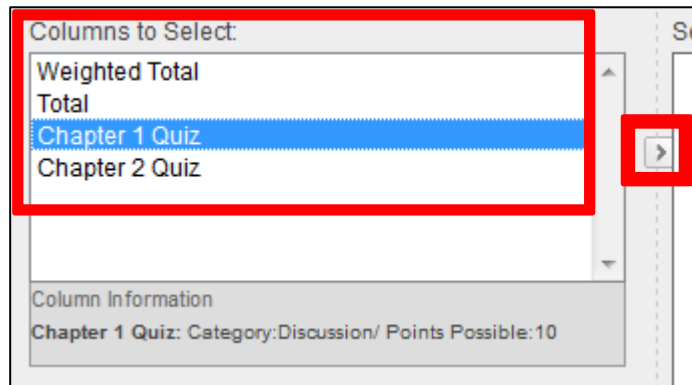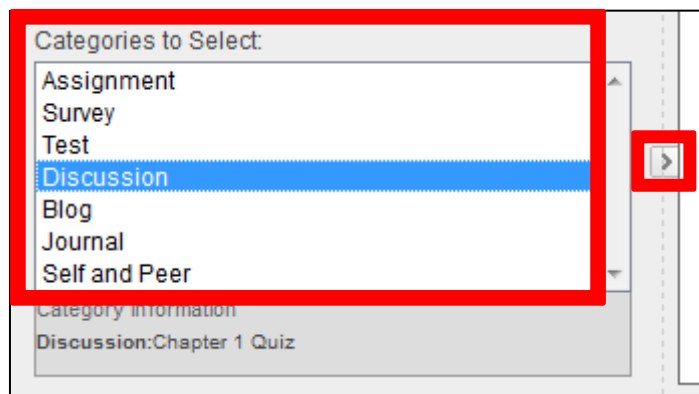2. If you choose **Selected Columns and Categories**:

- Select specific columns under **Columns to Select** and click on the right arrow button.



- Select the categories under **Categories to Select** and click on the right arrow button.

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.



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.



## 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**.