

Creating a Calculated Column: Total Column

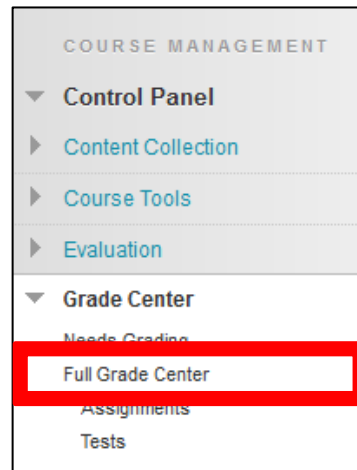
A calculated column can be created to automatically calculate your students' grades. A total column displays the cumulated points for a selected number of columns.

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

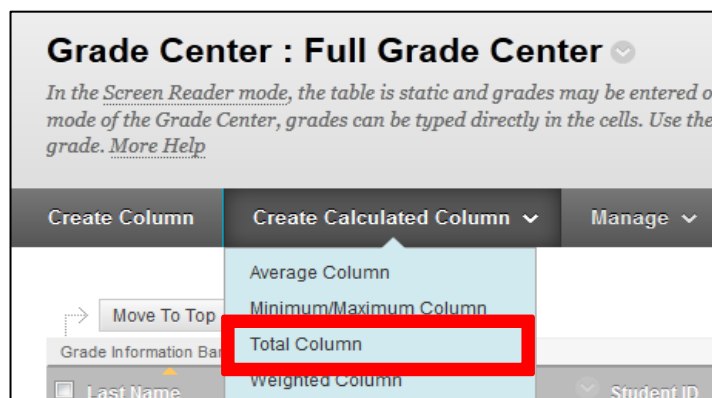
Assess the Grade Center:

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**.



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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 x₂ x²

Path: body

Save as Reusable Object

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:

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

3. Select Columns

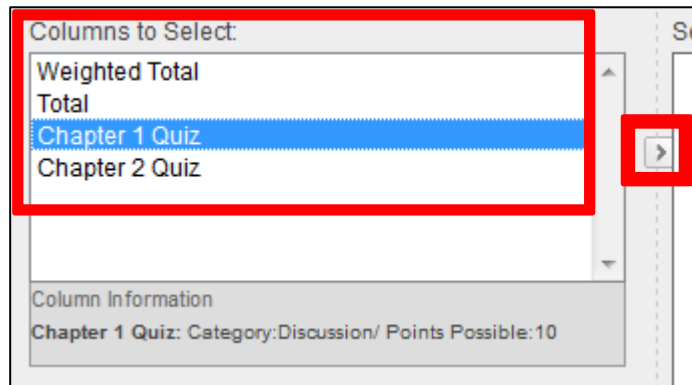
*Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.*

Include in Total

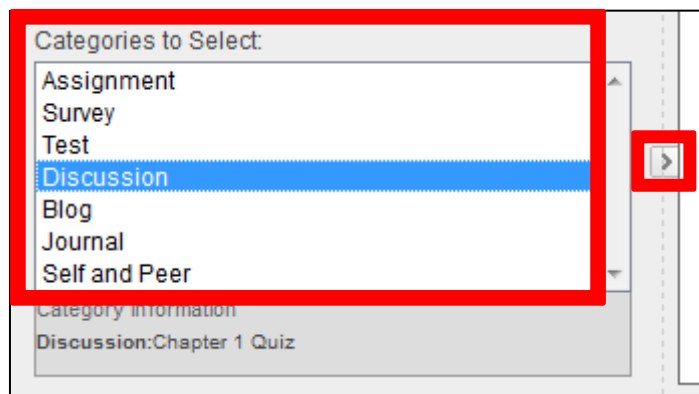
- All Grade Columns
- Selected Columns and Categories

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.



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- Under the selected category, choose to weigh columns **equally** or **proportionally**.
- 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.

Selected Columns:

Column: Weighted Total

Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades Drop OR Use only the Lowest Value to Calculate

Highest Grades Drop Highest Value to Calculate

Lowest Grades

- 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 inc there is no grade.

Set Options:

- 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
- Click **Submit**.

4. Options

Select **No** for the first option to exclude this Grade Center d
Select **Yes** for the third option to show column statistics to

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