

Creating a Calculated Column: Average Column

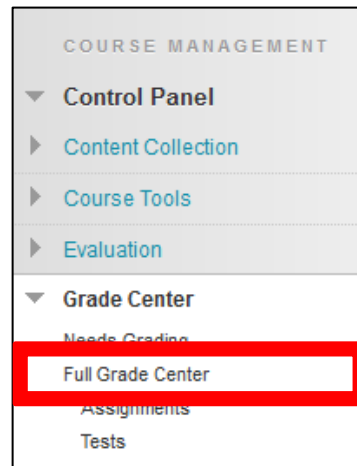
A calculated column can be created to automatically calculate your students' grades. An average column calculates and displays the numeric average for a selected number of columns.

This document will show you how to:

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

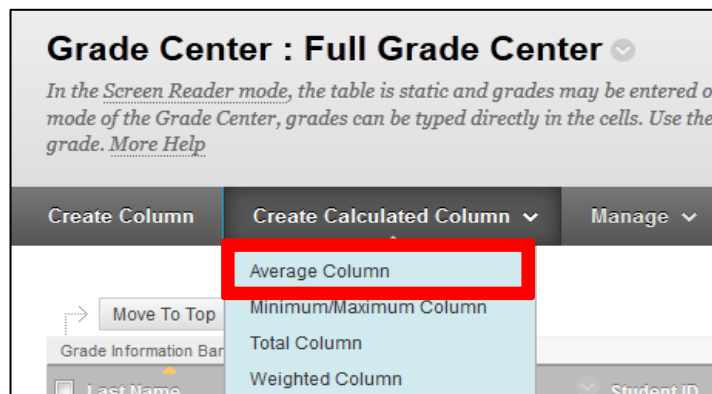
Assess the Grade Center:

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



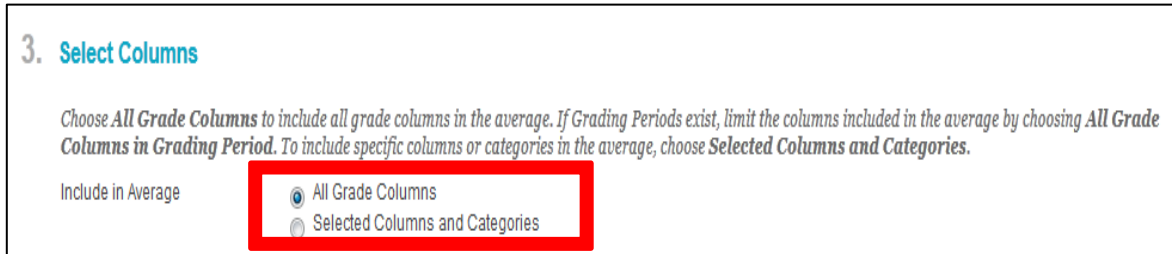
Create an Average Column:

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



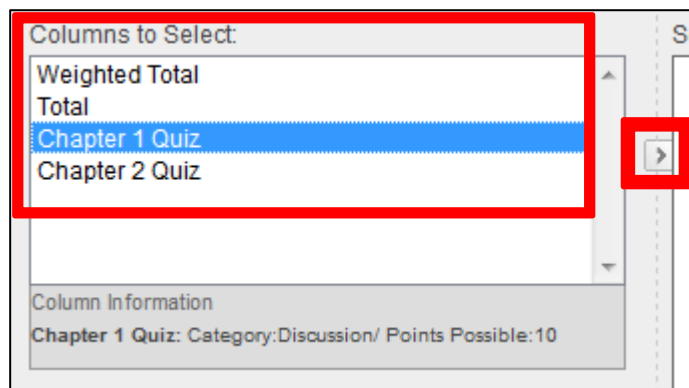
Select Columns:

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

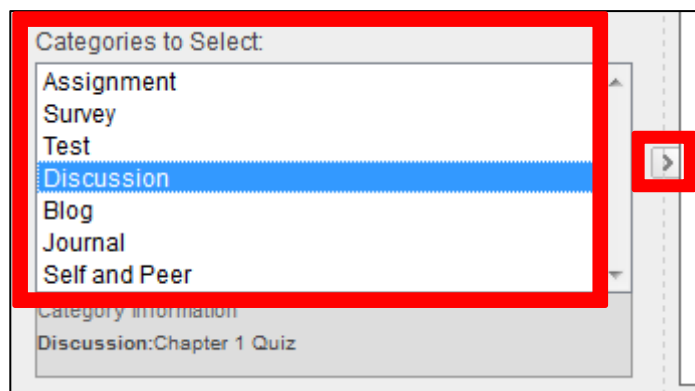


2. If you choose **Selected Columns and Categories**:

- 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.



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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

Highest Grades Drop Lowest Value to Calculate

Lowest Grades Highest Value to Calculate

- 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 calculation. 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