Creating a Calculated Column: Minimum/Maximum Column

A calculated column can be created to automatically calculate your students' grades. A minimum/maximum column calculates either the minimum or maximum grade for a selected number of columns.
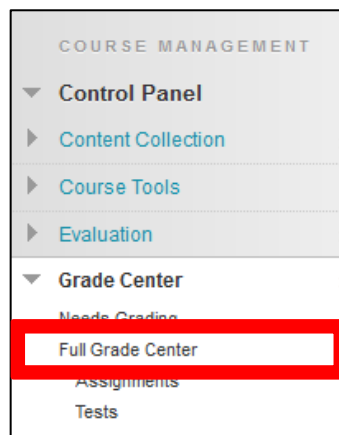
This document will show you how to:

- Assess the Grade Center
- Create a Minimum/Maximum Column
- Set the Primary Display and Secondary Display options
- Select Columns and/or Categories
- Set Options

Assess the Grade Center:

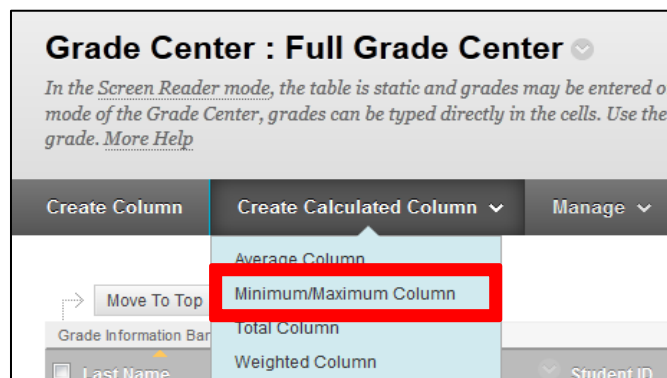1. On the course menu under **Course Management**, go to **Grade Center**.
2. Click on **Full Grading Center**.

Create a Minimum/Maximum Column:

1. Under **Create Calculated Column**, choose **Minimum/Maximum 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.
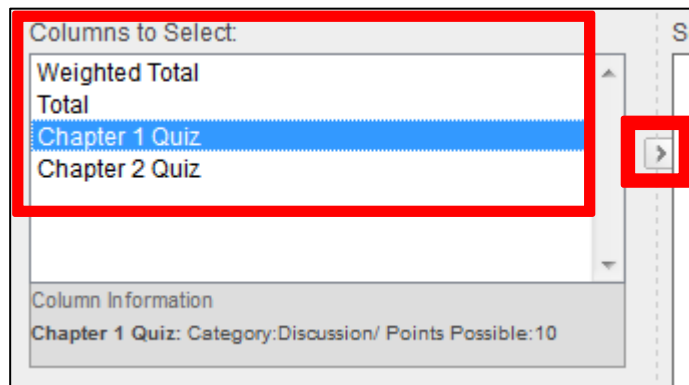

Select Columns:

1. In the **Select Columns** section, choose either to use the **Minimum** or **Maximum Calculation Type**.

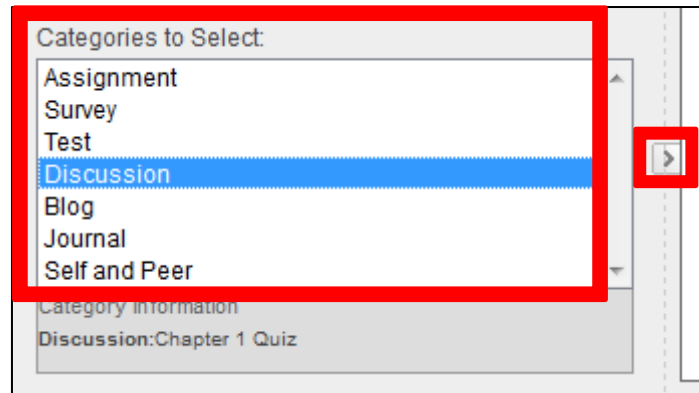2. Include either **All Grade Columns** or **Selected Columns and Categories** to be calculated.
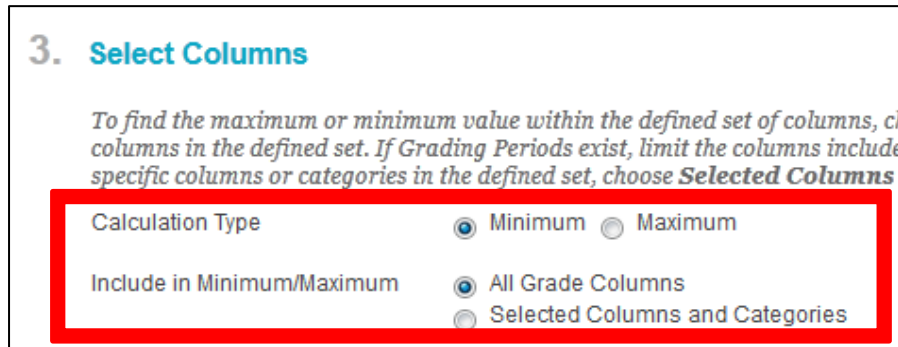
3. If you choose **Selected Columns and Categories**:

   - 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.

4. 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**.