

## 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.

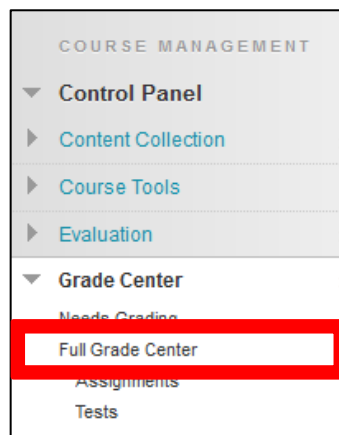
This document will show you how to:

- 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:

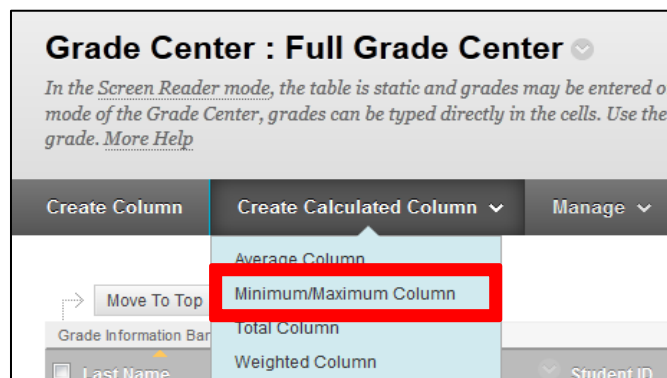
1. On the course menu under **Course Management**, go to **Grade Center**.
2. Click on **Full Grading Center**.



---

### Create a Minimum/Maximum Column:

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



## Learning Connect

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<sub>2</sub> x<sup>2</sup> | [List Icons] | [More Icons]

Path: body

Save as Reusable Object

---

## Set the Primary and Secondary Display Options:

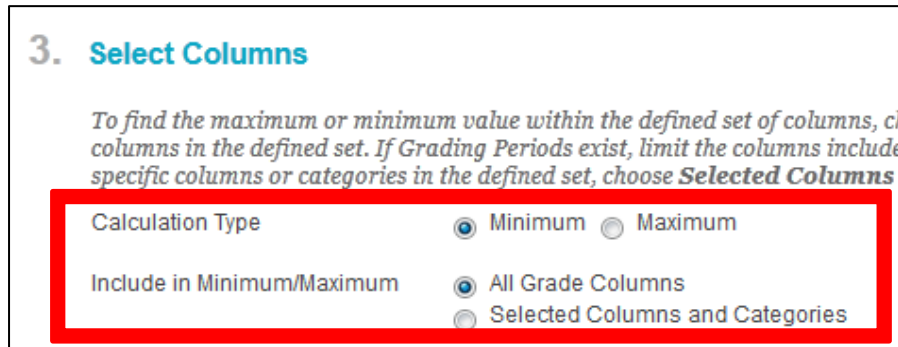
1. Set the **Primary Display** in the column as a:
  - Score
  - Letter
  - Text
  - Percentage
  - Complete/Incomplete
2. (Optional) Set the **Secondary Display**. The secondary display is only visible to you and will appear beside the primary display in parentheses.

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.*

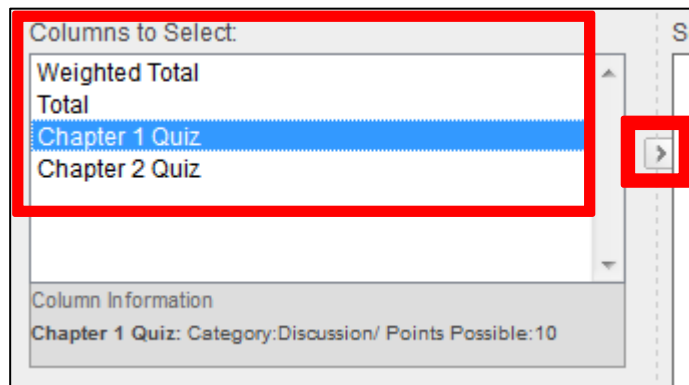
## Select Columns:

1. In the **Select Columns** section, choose either to use the **Minimum** or **Maximum Calculation Type**.
2. Include either **All Grade Columns** or **Selected Columns and Categories** to be calculated.



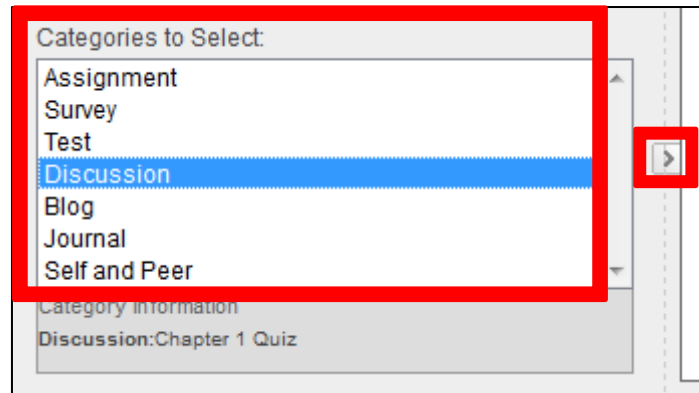
3. If you choose **Selected Columns and Categories**:

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



## Learning Connect

- 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.

Calculate as Running Total  Yes  No  
*A running total only includes items with 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

**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

2. Click **Submit**.