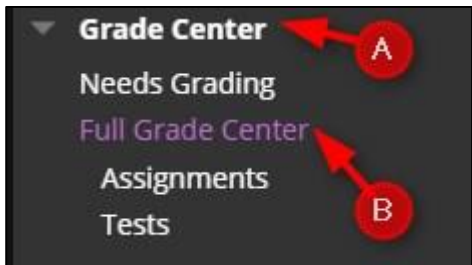


Adding a Calculated Column in the Full Grade Center

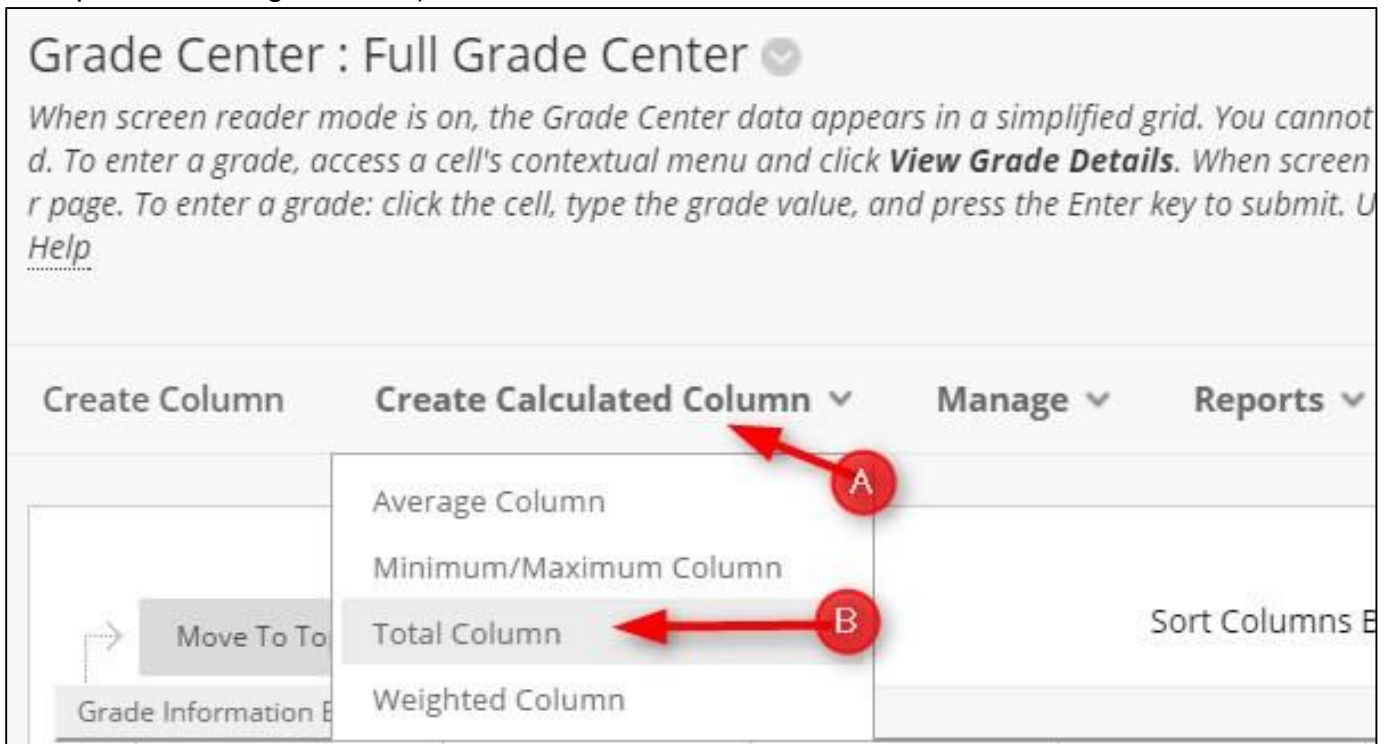
A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score or to total all graded items in a category.

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Roll your mouse over **Create Calculated Column** and then click **Total Column**. (This example is for a points based gradebook).



5. Add the **Column Name**, **Grade Center Name**, and **Description**.


* Indicates a required field.

COLUMN INFORMATION

* Column Name ← **A**

Grade Center Name ← **B**
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description ← **C**



Path: p Words:0

6. Choose the **Primary Display** and **Secondary Display**

Primary Display ▼ ← **A**
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display ▼ ← **B**
This display option is shown in the Grade Center only.

7. Click the radio button for **Selected Columns and Categories**, Choose the **Categories to Select**, and then **click the arrow** to add the category to the Selected Columns field.

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

Columns to Select:

- Total
- Syllabus Quiz
- #1 Quiz
- #2 Quiz
- #1 Test
- Total Tests and Quizzes
- Column Information

Categories to Select:

- Blog
- Discussion
- Test
- Survey
- Assignment
- Labs
- Category Information
- Labs:

Selected Columns:

8. You can total the grades based on specific criteria or use all grades. If you want to use all grades in this category, you do not have to do anything in the **Selected Columns** field.

Columns to Select:

- Total
- Syllabus Quiz
- #1 Quiz
- #2 Quiz
- #1 Test
- Total Tests and Quizzes
- Column Information

Categories to Select:

- Attendance
- Self and Peer
- Journal
- Blog
- Discussion
- Test
- Category Information

Selected Columns:

Category: Labs

Drop Grades **OR** Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

9. Select the **Calculate as Running Total**. A Running Total calculates the total by including only the Grade Columns that have been graded. Selecting No for this option includes all Columns in the calculations, using zero (0) for Columns that have not been graded - this can make grades appear artificially low. **We suggest selecting “Yes” to Calculate as Running Total.**

Calculate as Running Total Yes No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

13 We suggest selecting "Yes" to Calculate as Running Total

10. Choose the **Options** for this category.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No **A**

Show this Column to Students Yes No **B**

Show Statistics (average and median) for this column to Students in My Grades Yes No **C**

If you are using this calculated column as a way to categorize and total your grades for your students, select "yes" for A and B.

11. Click Submit

Cancel Submit **15**

When you add the calculated column to the Grade Center it will appear at the end. (See **Column Organization in the Grade Center** for more information on how to move your columns.)