

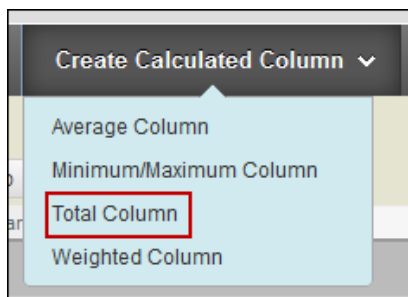
Creating Calculated Columns for Weighted Grades (Using Total Columns)

To create a calculated column for weighted grades using total columns, the first step is to create a total column for each category to be included in the weighted grade.

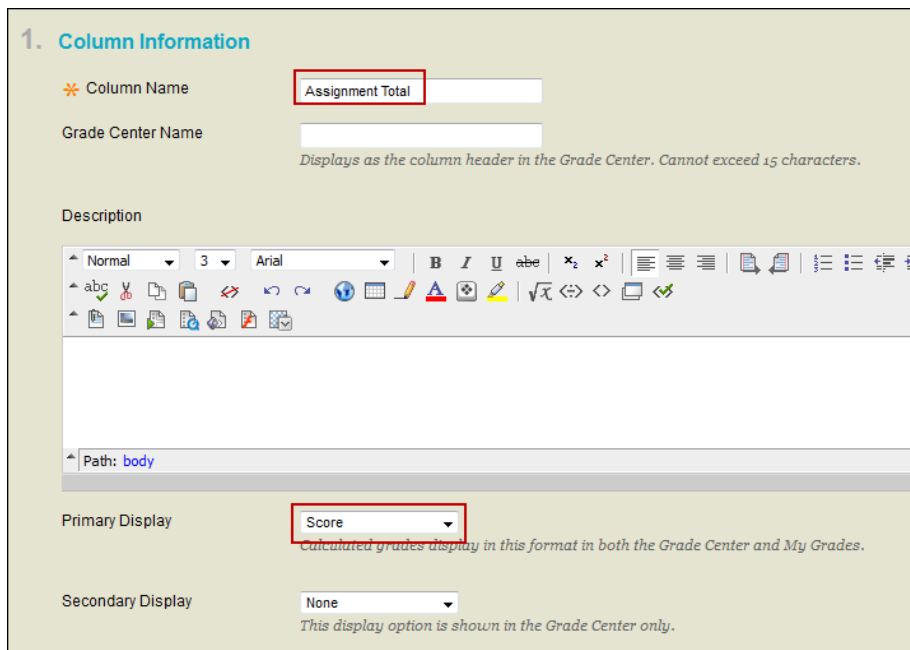
The first step is to determine what categories are being used in the weighted grade (Tests, Quizzes, Assignments, Discussions, etc.), then to create a Total calculated column for each category.

Example:

- From the Full Grade Center, select Create Calculated Column > Total Column.



- Enter the Column Name (ex. Assignment Total). The Primary Display is set to Score by default.

A screenshot of a form titled "1. Column Information". The form has several fields: "Column Name" with the value "Assignment Total" (highlighted with a red box), "Grade Center Name" (empty), "Description" (with a rich text editor toolbar and a blank text area), "Primary Display" with a dropdown menu set to "Score" (highlighted with a red box), and "Secondary Display" with a dropdown menu set to "None". There are also small text annotations below the "Primary Display" and "Secondary Display" fields.

- Under Select Columns > Include in Total, choose Selected Columns and Categories.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If **Grade Categories**.

Include in Total

All Grade Columns
 Selected Columns and Categories

- Choose the Columns to be included in this Total Column. Use CTRL + click to select multiple columns at once. Click the right arrow button to move the Columns to the Selected Columns box.

Columns to Select:

- Orientation
- Introductions
- W1 Participation
- myCampus Assignment
- W2 Participation
- Fin. Aid Quiz
- W3 Participation
- Catalog Assignment
- Column Information

Orientation: Category:Assignment/ Points Possible:5
myCampus Assignment: Category:Assignment/ Points Possible:10
Catalog Assignment: Category:Assignment/ Points Possible:10
Study Strategies Assignment: Category:Assignment/ Points Possible:10
Goal Setting Assignment: Category:Assignment/ Points Possible:10
Time Tracking Assignment: Category:Assignment/ Points Possible:10
Identity Theft IQ Test Assignment: Category:Assignment/ Points Possible:5
FOCUS Assignment: Category:Assignment/ Points Possible:10
Career Info Exploration Assignment: Category:Assignment/ Points Possible:10

Selected Columns:

| | |
|--|---|
| Column: Orientation | ✘ |
| Column: myCampus Assignment | ✘ |
| Column: Catalog Assignment | ✘ |
| Column: Study Strategies Assignment | ✘ |
| Column: Goal Setting Assignment | ✘ |
| Column: Time Tracking Assignment | ✘ |
| Column: Identity Theft IQ Test Assignment | ✘ |
| Column: FOCUS Assignment | ✘ |
| Column: Career Info Exploration Assignment | ✘ |

- Calculate as Running Total:
 - Yes – A running total only includes items that have grades or attempts.
 - No – Selecting No includes all items in the calculations, using a value of 0 for items which have no grade.

Calculate as Running Total Yes No

A running total only in

- Options:
 - Include this Column in Grade Center Calculations – select Yes to include this column in Grade Center Calculations.
 - Show this Column to Students – Select No to hide this column from students in My Grades.
 - Show Statistics (by default, this option is set to No.)

4. Options

Select No for the first option to exclude this Grade Center column.

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

- Submit – Click Submit to save changes.

Cancel

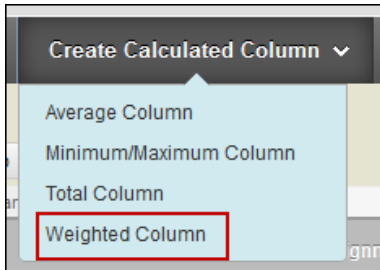
- The column Assignment Total now appears in the Full Grade Center.

| Assignment | Assignment Total |
|------------|------------------|
| 81.00 | 46.00 |
| 78.00 | 48.00 |
| 85.00 | 40.00 |
| 57.00 | 44.00 |
| 82.00 | 50.00 |
| 80.00 | |

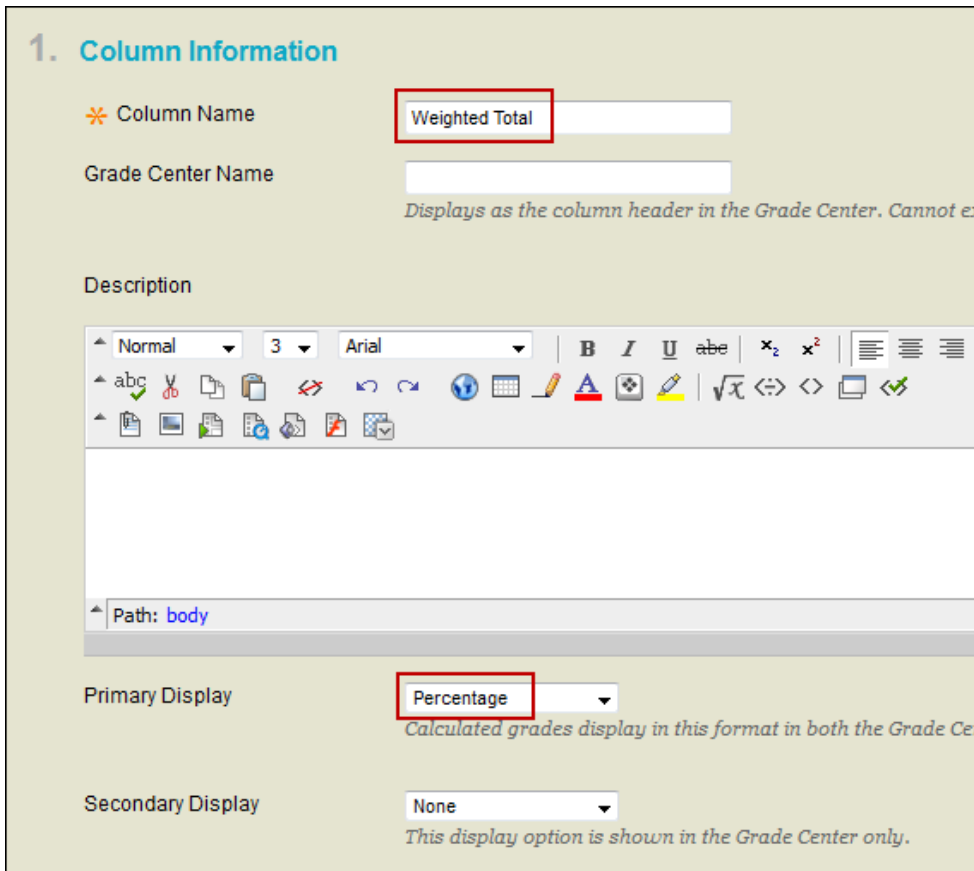
After creating a total calculated column for each category, the next step is to create the weighted calculated column, including each total column and the weight assigned to each category.

Example:

- Select Create Calculated Column > Weighted Column.



- Enter the Column Name (ex. Weighted Total). The Primary Display is set to Percentage by default. If desired, the Secondary Display can be set to Letter.

A screenshot of a configuration form titled "1. Column Information". The form has a light green background and contains several fields and a rich text editor. The "Column Name" field is labeled with an orange asterisk and contains the text "Weighted Total", which is highlighted with a red box. Below it is the "Grade Center Name" field, which is empty. A note below this field reads "Displays as the column header in the Grade Center. Cannot ex". Below the "Grade Center Name" field is a "Description" section with a rich text editor. The editor's toolbar shows various icons for text formatting (bold, italic, underline, text color, background color, text background color, text size, text color, text background color, text background color), alignment, and other functions. The "Primary Display" field is a dropdown menu with "Percentage" selected, highlighted with a red box. A note below it reads "Calculated grades display in this format in both the Grade Cen". The "Secondary Display" field is a dropdown menu with "None" selected. A note below it reads "This display option is shown in the Grade Center only." At the bottom of the form, the "Path" is set to "body".

- Select Columns - Choose the Columns to be included in this Weighted Total column. Use CTRL + click to select multiple columns at once. Click the right arrow button to move the Columns to the Selected Columns box.

3. Select Columns

Select the columns and categories to include in this weighted grade

Include in Weighted Grade

Columns to Select:

- Week 14 Participation
- Course Journal
- Final Exam
- Total
- Participation Total
- Test Total
- Assignment Total
- Discussion Total

Column Information

Course Journal: Category:Journal/ Points Possible:60
Participation Total: Category:None/ Points Possible:75
Test Total: Category:None/ Points Possible:145
Assignment Total: Category:None/ Points Possible:90
Discussion Total: Category:None/ Points Possible:50

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

% Column: Course Journal

% Column: Participation Total

% Column: Test Total

% Column: Assignment Total

% Column: Discussion Total

Total Weight: 0%

- Enter the desired percentage for each Column. (Totals should equal 100%.)

Selected Columns:
Enter the weight percentage for each item. Percentage

| | |
|---------------------------------|-------------------------------|
| <input type="text" value="10"/> | % Column: Course Journal |
| <input type="text" value="25"/> | % Column: Participation Total |
| <input type="text" value="25"/> | % Column: Test Total |
| <input type="text" value="25"/> | % Column: Assignment Total |
| <input type="text" value="15"/> | % Column: Discussion Total |

Total Weight: 100%

- Calculate as Running Total:
 - Yes – A running total only includes items that have grades or attempts.
 - No – Selecting No includes all items in the calculations, using a value of 0 for items which have no grade.

Calculate as Running Total Yes No
A running total only in

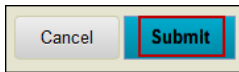
- Options:
 - Include this Column in Grade Center Calculations – select No to exclude this column from Grade Center Calculations.
 - Show this Column to Students – Select No to hide this column from students in My Grades.
 - Show Statistics (by default, this option is set to No.)

4. Options

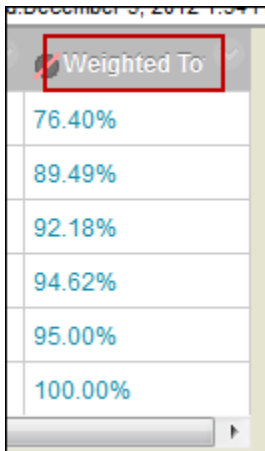
Select No for the first option to exclude this Grade Center column.

| | | |
|---|---------------------------|-------------------------------------|
| Include this Column in Grade Center Calculations | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Show this Column to Students | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Show Statistics (average and median) for this column to Students in My Grades | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

- Click Submit to save changes.



- The column Weighted Total now appears in the Full Grade Center.

A screenshot of a table with a header row and six data rows. The header row is labeled 'Weighted To' and is highlighted with a red border. The data rows contain percentage values: 76.40%, 89.49%, 92.18%, 94.62%, 95.00%, and 100.00%. The table is part of a larger application window, with a date and time stamp 'December 3, 2012 1:34 PM' visible at the top left.

| Weighted To |
|-------------|
| 76.40% |
| 89.49% |
| 92.18% |
| 94.62% |
| 95.00% |
| 100.00% |