Creating a Minimum/Maximum Column

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of Columns. This column can be displayed to the students or just to the instructor.

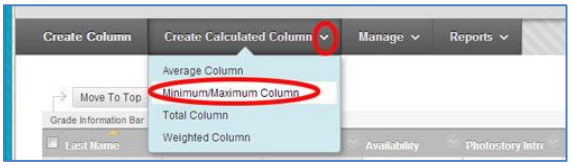
In creating a Minimum/Maximum Grade column, you can select from the following:

- All Grade Columns: All individual Grade Columns added to the Grade Center.
- Grade Columns in a Grading Period: All Grade Columns that have been added to a Grading Period.
- Selected Columns and Categories: Any Grade Columns and any or all Categories. For instance, you may choose to find the minimum scores of all the tests from a grading period.

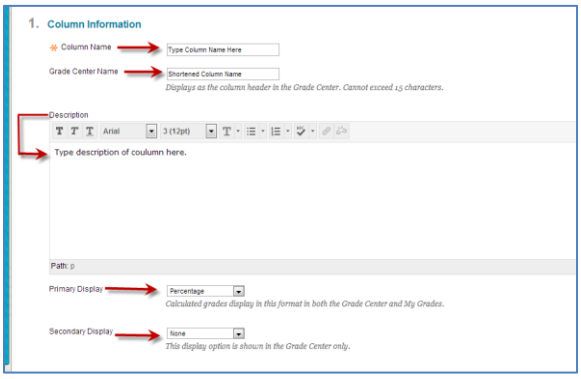
Creating a Minimum/Maximum Column

1. Access the Grade Center: from the Control Panel menu, click Grade Center | Full Grade Center.

2. Hover over the Create Calculated Column icon in the Action Bar of the Grade Center | click Minimum/Maximum Column from the menu.

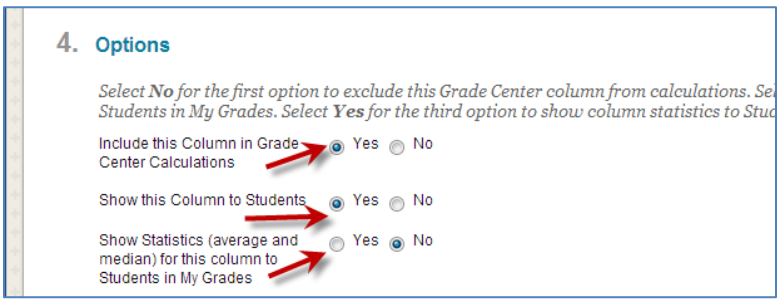


3. In Section 1, enter the Column Information:



a. Column Name: A required field, Column Name is formal name for the Item, and is displayed in the Grade Center and My Grades (student view). For this type of calculated column, you should indicate if the column is a Maximum or a Minimum column. This field displays a maximum of 15 characters in the column header.
b. Grade Center Display Name: The purpose of this field is to allow you to shorten the Column Name without editing the original name. This field replaces the Column Name in the Grade Center and in My Grades (student view). This field displays a maximum of 15 characters in the column header.
c. Description: A description is an optional field. It can help Instructors and other graders identify the Column. The description is visible to students in My Grades; they access it by clicking the Details button.
d. Primary Display: This is the format of the grade displayed in both the Grade Center and My Grades (student view). The default format for a Minimum/Maximum column is Percentage. You can choose the format you prefer from the list: Score, Letter, Text, Percentage or Complete/Incomplete. Additional letter schemas can be added; see Add a Grade Schema.
e. Secondary Display: This selection displays a secondary format for a column in the Grade Center. The Secondary Display is denoted by parentheses and is only visible by Instructors.

6. Section 4, Options, is where you choose access for users:



- Include this column in Grade Center calculations – Makes the column available for use in other calculations.

  Important: Please note that choosing Yes to this option does not duplicate scores. It simply makes the item visible in the Columns to Select box.

- Show this column in My Grades – Shows the column in the student Grade view
- Show Statistics (average and median) for this column in My Grades – Shows the Total Points column statistics in My Grades. Note: Instructors with small enrollment (i.e. – 4 Graduate students) may not wish to enable statistics as students may be able to deduce who received what grade.

7. Click Submit to Save.