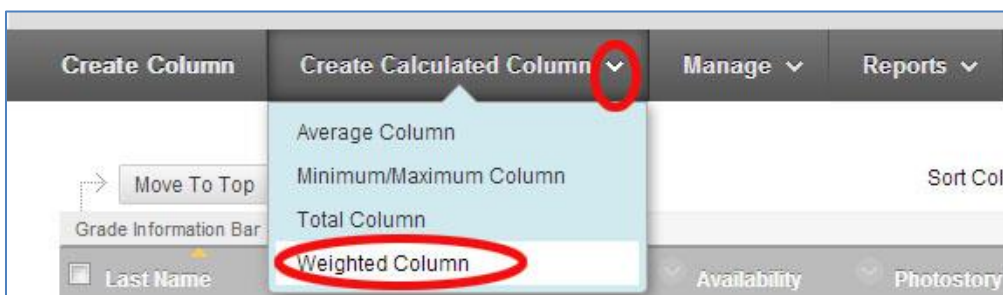


Creating a Weighted Column

1. Access the Grade Center from the Control Panel menu. Click on Grade Center, and then click on Full Grade Center.



2. Once in the Grade Center, hover over the Create Calculated Column icon in the Action Bar of the Grade Center | click Weighted Column from the menu.



3. In Section 1, enter the Column Information as follows:

1. Column Information

* Column Name →

Grade Center Name →
Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description →

Rich text editor toolbar: Bold, Italic, Underline, Font (Arial), Size (3 (12pt)), Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink.

Type description of column here.

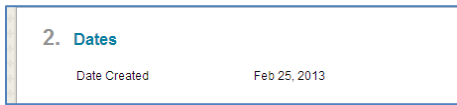
Path: p

Primary Display →
Calculated grades display in this format in both the Grade Center and My Grades.

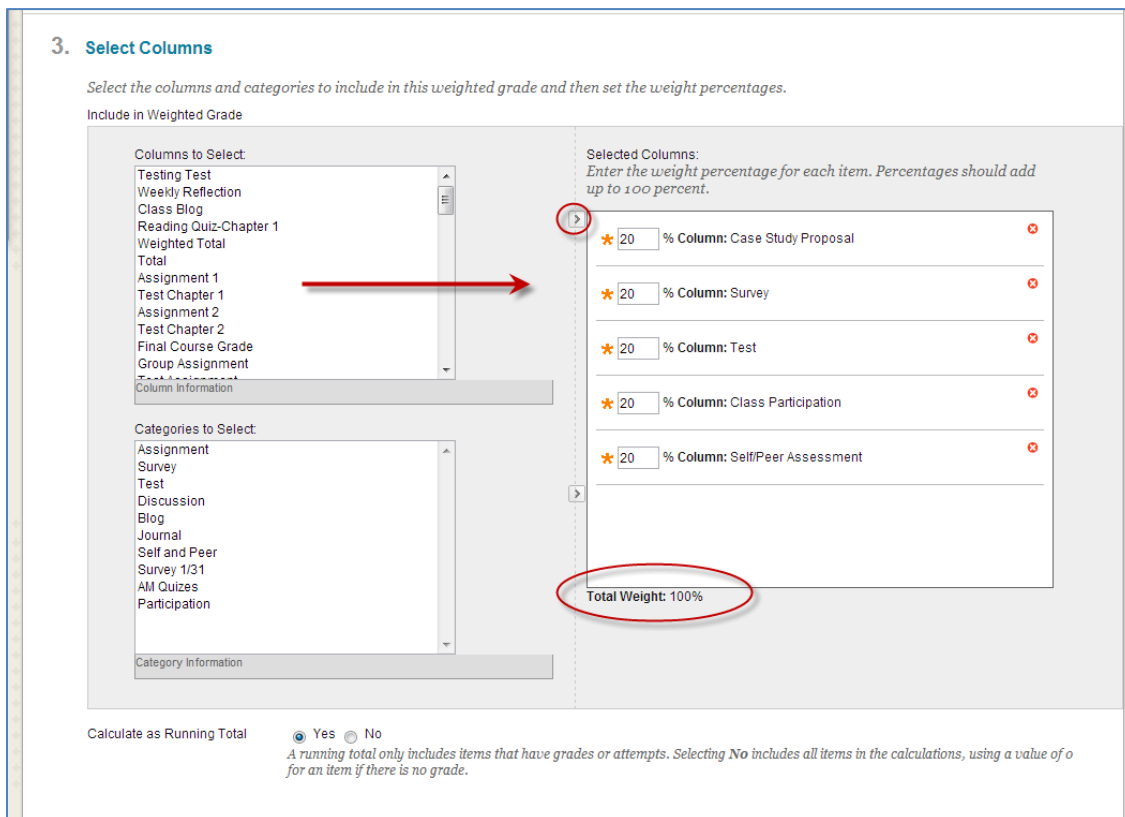
Secondary Display →
This display option is shown in the Grade Center only.

- 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). 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). You can choose from 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.

4. In Section 2, the Creation Date of the column is displayed. If Grading Periods have been created, you will have the option to choose a Grading Period from a drop-down list which will designate to what Grading Period the column is associated. Using a Grading Period is optional.



5. Section 3 is where you Select Columns that will be included in the Weighted column. Possible selections include the following:



- a. Selected Columns and Categories - You have the option to choose individual columns or categories to calculate the weighted grade. A combination of individual columns and categories can be used as well. Once you make a selection, click the arrow to the right to move the selection over. You will need to provide the percentage weight for that selection. The total weight for all selections must equal 100%. To remove a selected item from consideration, click the red “x”.
- b. Calculate as a running total – Select “Yes” to calculate the weight as a running total to include only the Columns that have been submitted and/or graded. Select No to include all items, which will place a zero for any items not completed yet; this results in a low grade.

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

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. Select **Yes** for the second option to show this column 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

- a. 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.
- b. Show this column in My Grades – Shows/Hides the column in the student view.
- c. 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.

Cancel Submit