

Creating Calculated Columns: Average

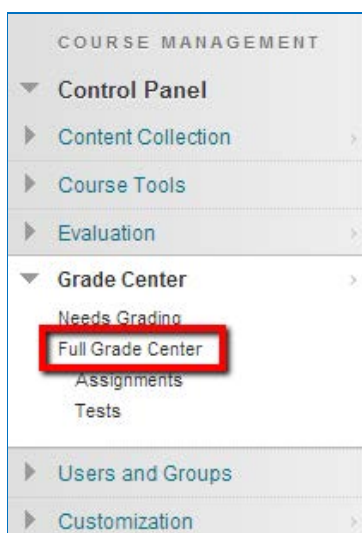
An Average Grade column displays the average for any number of quantities. An Average Grade column can display calculated averages for any of the following non-text columns:

- **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, if your course has grading periods set up.
- **Selected Columns and Categories:** Any specific columns that you select, or any set of columns assigned to certain categories such as Assignment, Test, or Discussion.

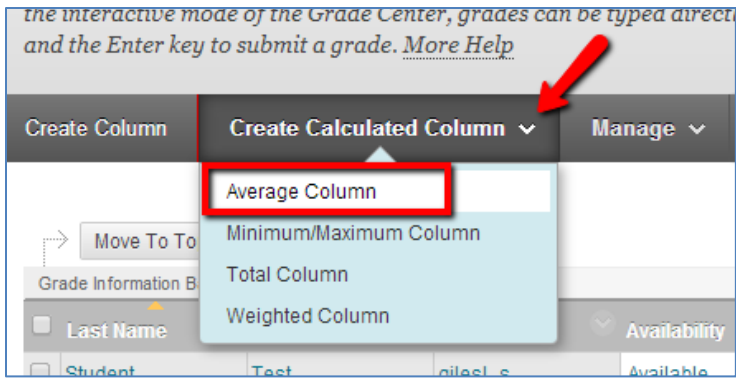
For example, you can display the average for all Tests, or display the average grade for each student for a grading period.

Any categories that contain items that are set to **No** for the **Include in Grade Center Calculations** setting will ignore those items when figuring the Average Grade.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Create Calculated Column** button in the action bar, and select **Average Column** from the menu.



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

1. Column Information

* Column Name **A**

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

Description **C**
 Average of all grades in the Test category.

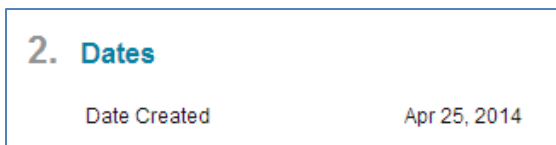
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Primary Display **D**
Calculated grades display in this format in both the Grade Center and My Grades.

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

- A. **Column Name:** A required field, Column Name is the formal name for the item. It is displayed in the Grade Details page of the Grade Center and on the My Grades page for students.
- B. **Grade Center (Display) Name:** The purpose of this field is to allow you to shorten the Column Name without editing the original name. The field replaces the Column Name in the Grade Center grid and in My Grades (student view). This field allows a maximum of 15 characters to display in the column header.

- C. **Description:** The 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. This field defaults to Percentage for the Average column, but you can choose from Score, Letter, Text, Percentage or Complete/Incomplete. For Letter display, additional letter schemas can be added.
 - 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 visible only 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 Average column. Possible selections include the following:

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the average. If **Grading Periods** exist, limit the columns included in the average by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the average, choose **Selected Columns and Categories**.

Include in Average All Grade Columns Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total
- Photostory Introduction
- Test Chapter 1
- Discussion Question 1
- Class Participation
- Chapter 2 Group Assignment
- Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Lab
- Category Information

Selected Columns:

Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Calculate Lowest Value to

Drop Lowest Grades Calculate Highest Value to

Calculate

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.


Annotations in the image:

- Red box: "This section expands when **Selected Columns and Categories** is selected." (points to the radio button)
- Red box: "Click to add individual columns." (points to the right arrow of the 'Columns to Select' list)
- Red box: "Click to add categories." (points to the right arrow of the 'Categories to Select' list)

- **All Grade Columns:** This selection will automatically include all gradable columns that are set to **Yes** for **Include this column in Grade Center calculations**. Please note that this option will ignore all columns set to zero possible points (i.e., Extra Credit). See the Extra Credit section for more information.
- **All Columns in a Grading Period** (not shown above): This field will not display unless a Grading Period has been created. Select a Grading Period from the drop-down menu.
- **Selected Columns and Categories:** You have the option to choose individual columns or categories to calculate the total grade. A combination of individual columns and categories can be used as well. *NOTE: If you use categories, any assignments that have been submitted but not graded will result in a zero in the calculation. To avoid this issue, use All Grade Columns or individual columns in the calculation.*
- **Calculate as 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 deceptively low average.

If you choose **Selected Columns and Categories**, click on the names of columns or categories you wish to add. Then click the upper right-pointing arrow to add individual columns, or the lower arrow to add categories to Selected Columns box.

When a Category has been selected, several other options appear for each category listed in the Selected Columns box:

- Select a Grading Period for the category using the drop-down menu. This is available only if a Grading Period has been created.
- Select whether to weigh columns within the category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all gradable items within a category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points possible compared to other columns in the category.
- Decide whether to drop high or low grades within the category or use only the lowest or highest value in the category.
- To remove a selected item from consideration, click the red  icon at the top-right.

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

4. Options

Select No for the first option to exclude this Grade Center in My Grades. Select Yes for the third option to show c

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

- **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 for other calculated columns.*

- **Show this Column to Students:** Shows or hides the column in the students' My Grades view.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Shows the Total Points column statistics in My Grades.

***NOTE:** For courses with small enrollment (e.g., four graduate students), instructors may not wish to enable statistics, as students may be able to deduce who received what grade.*

7. Click **Submit** to save the new column and return to the Full Grade Center.

5. **Submit**

Click Submit to proceed. Click Cancel to quit.

The new column will appear on the right end of the Grade Center grid, or positioned based on however the columns are sorted.