Creating Calculated Columns: Average

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**.

   ![Full Grade Center](image)

2. Point to the **Create Calculated Column** button in the action bar, and select **Average Column** from the menu.
3. In the Column Information section, enter the Column Information as follows:

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 to determine what range of percentages equates to what letter.

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 the Dates section, 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. The Select Columns section is where you determine which columns or categories will be included in the Average calculation. Possible selections include the following:
• **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 submitted or graded 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. The Options section is where you choose what students may see:

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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 ☐
Show this Column to Students  Yes ☐ No ☐
Show Statistics (average and median) for this column to Students in My Grades  Yes ☐ No ☐
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• **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.

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