

Creating Calculated Columns: Total

A Total column calculates total points based on the total number of points allowed in each component column or category. The sum can be the primary display in each cell, with the percentage of points possible in parentheses as the secondary display. This column can display a sum for:

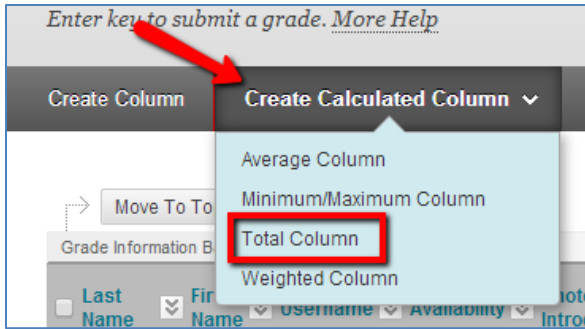
- **All Grade Columns:** All individual grade columns added to the Grade Center.
- **Selected (Gradable) Columns and Categories:** Any grade columns that have an attribute in common, such as their category, or an aggregate of selected categories.
- **Grade Columns in a Grading Period:** All grade columns that have been added to a grading period, if Grading Periods are enabled for this course.

To create a Total calculated column:

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



2. Point to or click the **Create Calculated Column** button on the action, and select **Total Column** from the menu.



3. In the first section, enter the Column Information:

COLUMN INFORMATION

✳ Column Name **A**

Grade Center Name **B**
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

Participation in each of the 11 forums is worth up to 10 pointes, for a possible total of 110.

C

Path: p

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 formal name for the Item, and is displayed in the Grade Details page and My Grades for students. For this type of calculated column, you should indicate if the column is a Maximum or a Minimum column.
- 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:** A description is optional. 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 Total column is Score. You can choose from the list the format you prefer: 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 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.

DATES

Date Created Aug 19, 2014

5. The Select Columns section is where you determine which columns or categories will be included in the Total calculation. Possible selections include the following:

SELECT COLUMNS

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

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Group 1
- HighAssgnGrade
- Class Participation
- Week 1 Biography
- 10Min Speech
- Discussion Question 1

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Blog
- Journal
- Self and Peer
- Lah

Category Information

Selected Columns:

Category: Discussion ✕

Drop Grades OR Use only the

Drop Highest Calculate

Grades Lowest Value to

Drop Lowest Calculate

Grades 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.

- **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 total.

6. The Options section is where you determine access for users:

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

- **Include this Column in Grade Center Calculations:** Makes the column available for use in other calculations.

IMPORTANT: *Please note that choosing Yes for 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 in My Grades:** Shows or hides the column in the students' My Grades 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 (e.g., four graduate students) 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.