

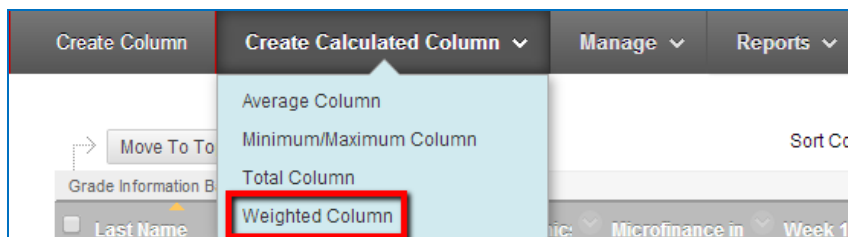
Creating Calculated Columns: Weighted

Weighted columns allow an instructor to select a set of columns or categories and assign them percentage values. The percentage values of all weighted items or categories must add up to 100. The weighted column then displays the aggregate sum of all the contributing columns, whether individual assessments, entire categories, or other calculated columns.

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



2. Point to or click the **Create Calculated Column** button on the Action Bar, then select **Weighted Column** from the menu.



3. Enter the Column Information as follows:

COLUMN INFORMATION

* Column Name **A** Weighted Assignments

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

Description

2 assignments for 20% each = 40%
 2 assignments for 15% each = 30% **C**
 3 assignments for 10% each = 30%
 Total = 100%

Path: p » span

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

Secondary Display **E** None
This display option is shown in the Grade Center only.

- A. **Column Name (required):** The Column Name is a formal name for the item which is displayed in the Grade Details page and My Grades for students. You may want the Column Name to indicate that it contains a weighted total.
 - B. **Grade Center Name (optional):** This 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. If left blank, the column will display up to the first 15 characters of the Column Name.
 - C. **Description (optional):** 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 (required):** This is the format of the grade displayed in both the Grade Center and My Grades (student view). The default format for a Weighted Column is Percentage. You can choose the format you prefer from the list: Score, Letter, Text, Percentage or Complete/Incomplete. For Letter display, additional letter schemas can be added.
 - E. **Secondary Display (optional):** 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. The Dates section displays the Date Created, derived from the computer's system time.

DATES	
Date Created	Aug 19, 2014

- The Select Columns section is where you add columns or categories that will be included in the weighted column. Possible selections include the following:

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.


Include in Weighted Grade

<p>Columns to Select:</p> <ul style="list-style-type: none"> Discussion Question 1 My Economics Blog Blog Avg Weighted Total Total Weighted Total Total Column Information 	<p>Click to select individual columns.</p>	<p>Selected Columns:</p> <p>Enter the weight percentage for each item. Percentages should add up to 100 percent.</p> <ul style="list-style-type: none"> * 20 % Column: Photostory Introduction * 10 % Column: Discussion Question 1 * 15 % Column: Chapter 2 Group Assignment * 10 % Column: Week 1 Biography * 20 % Column: 10Min Speech * 10 % Column: Discussion Question 2 * 15 % Column: Group Assignment <p>Total Weight: 100%</p>
--	--	---

<p>Categories to Select:</p> <ul style="list-style-type: none"> Assignment Survey Test Discussion Blog Journal Self and Peer Category Information 	<p>Click to select categories of columns.</p>	
---	---	--

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.

- Include in Weighted Grade:** You have the option of choosing 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 appropriate right-pointing arrow to move the selection into the Selected Columns box: upper for individual columns, lower for categories. You will need to provide the percentage weight for each selection; the total weight for all selections *must equal 100%*. To remove a selected item from consideration, click its red  icon at the top-right.
- 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.

- 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** 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.



A screenshot of a user interface showing two buttons: a light gray 'Cancel' button and a dark blue 'Submit' button with a red border. The 'Submit' button is highlighted with a red rectangular box.