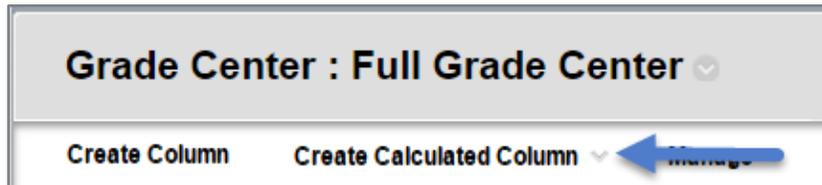
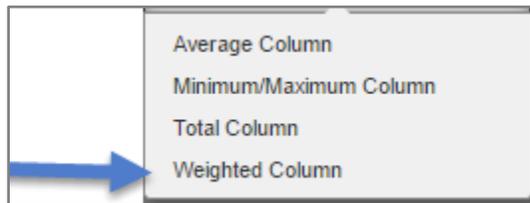


Creating a Weighted Column

1. Click on **Create Calculated Column**. **Calculated Columns** combine data from multiple columns to help measure performance.



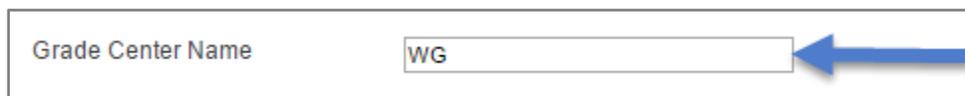
2. Click on **Weighted Column**.



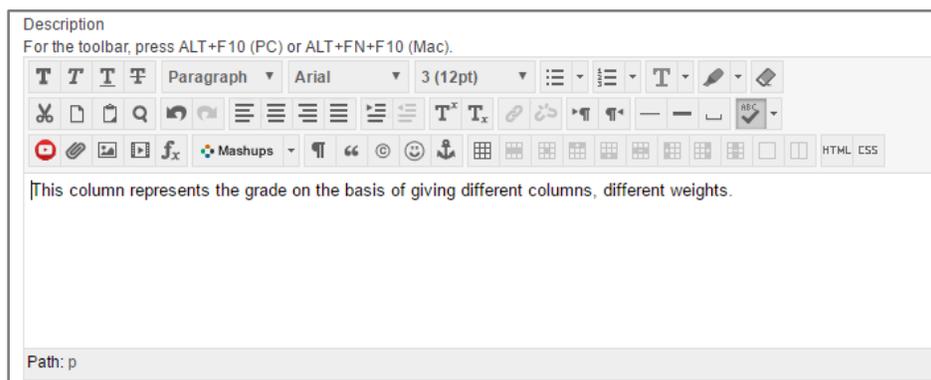
Give the **Column** a name in the **Column Name** text box.



3. If the name is long, shorten it in the **Grade Center Name** text box to make it easier to locate in the **Grade Center**.



4. If needed, enter a description in the **Description** text box.



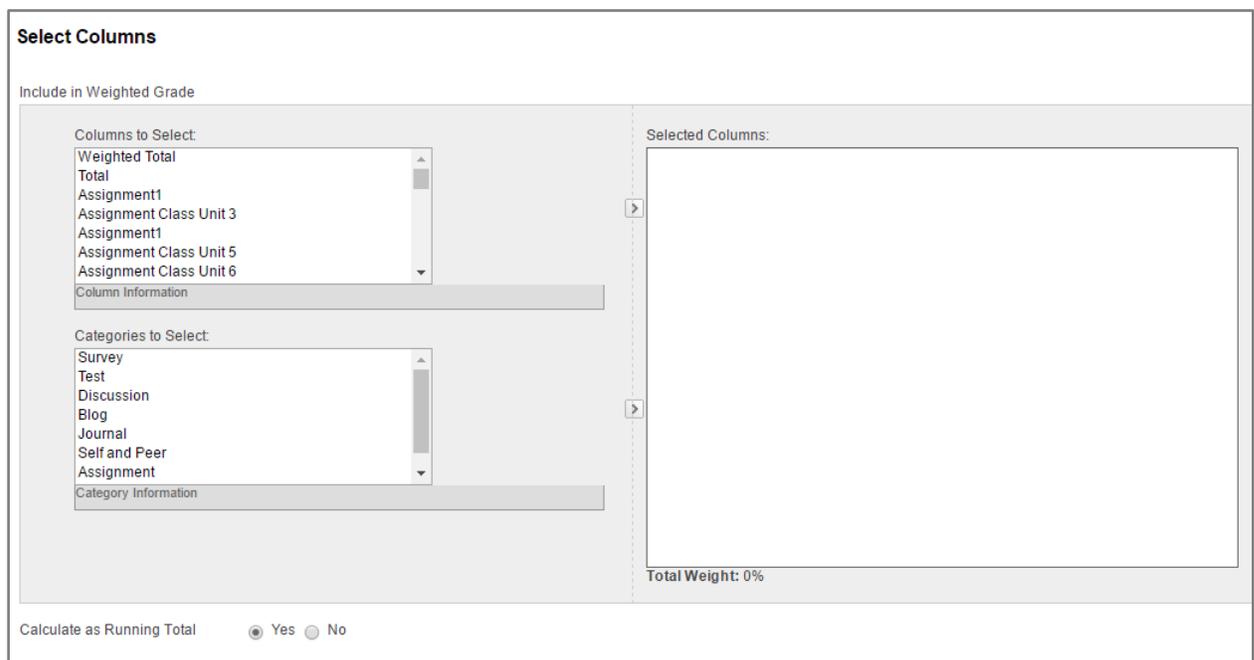
5. Choose the **Primary Display** option that fits your needs. The **Primary Display** is the way the grade is shown to both you and the students (score, letter, percentage, etc.)



The image shows a settings box with two rows. The first row is labeled "Primary Display" and has a blue arrow pointing to a dropdown menu currently set to "Score". The second row is labeled "Secondary Display" and has a dropdown menu currently set to "None".

Secondary Display is optional and will only be shown to you, not the students.

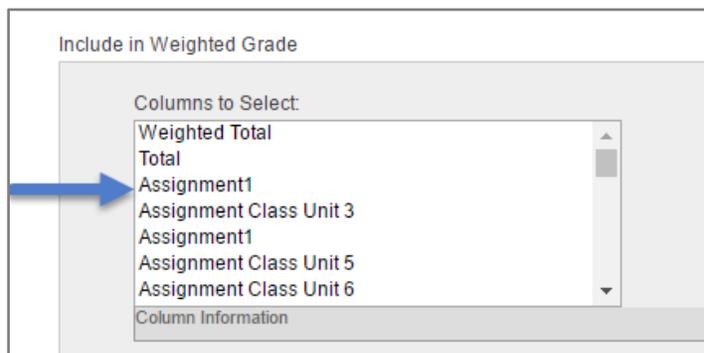
6. In section 3 called **Select Columns**, select the items to be included in the **Weighted Grade Column**, and enter the percentages for each Column or Category to be included in the **Weighted Grade**.



The image shows a dialog box titled "Select Columns". It is divided into two main sections: "Columns to Select" and "Categories to Select".

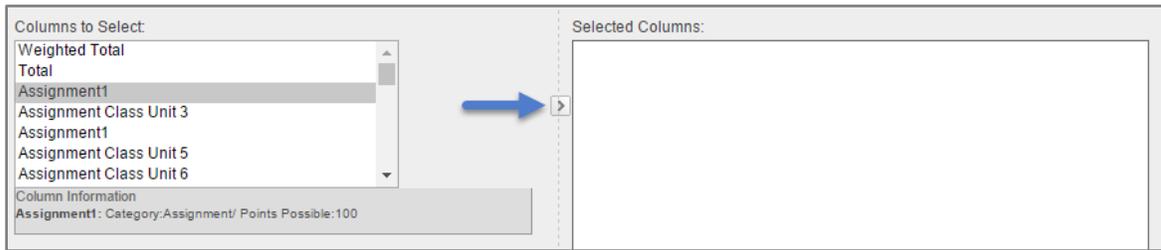
- Columns to Select:** A list box containing "Weighted Total", "Total", "Assignment1", "Assignment Class Unit 3", "Assignment1", "Assignment Class Unit 5", "Assignment Class Unit 6", and "Column Information".
- Categories to Select:** A list box containing "Survey", "Test", "Discussion", "Blog", "Journal", "Self and Peer", "Assignment", and "Category Information".
- Selected Columns:** An empty box on the right side of the dialog.
- Total Weight:** A label at the bottom right of the "Selected Columns" box showing "Total Weight: 0%".
- Calculate as Running Total:** A label at the bottom left with two radio buttons, "Yes" (selected) and "No".

7. **Columns to Select** has a list of all columns in the Grade Center. Select the **Column** you want to select.



The image is a close-up of the "Columns to Select" list box from the "Select Columns" dialog. A blue arrow points to the "Assignment1" item in the list.

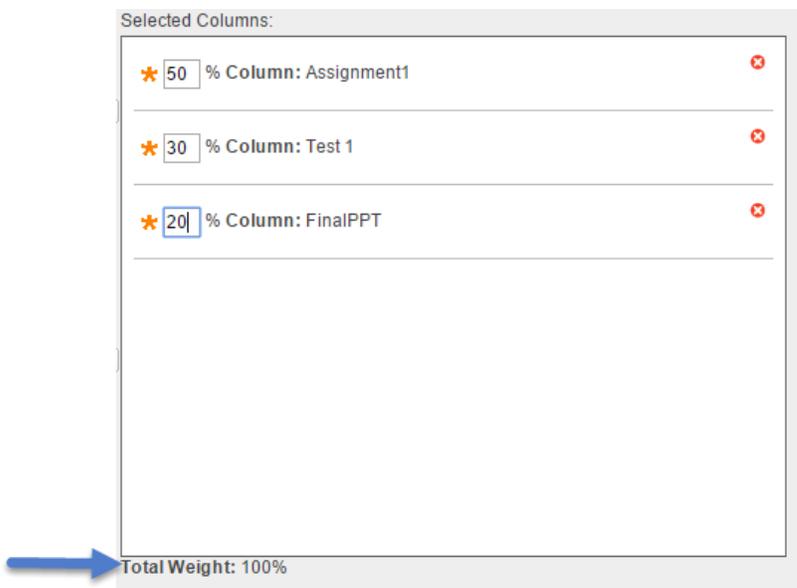
8. Next, click the **Arrow** to add it to the **Selected Columns**.



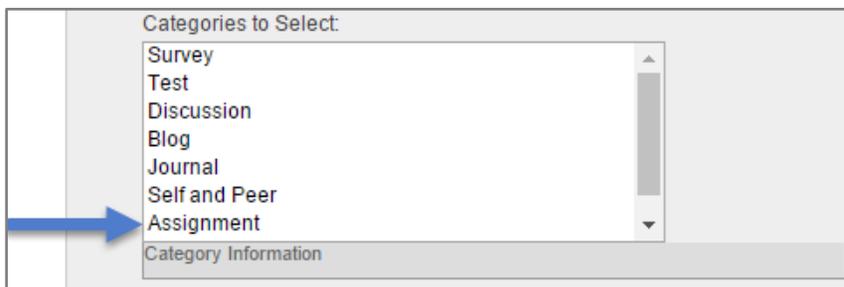
9. Enter the **Percentage** that the **Column** is worth in the **textbox** next to the **Column** you added to the **Selected Columns**.



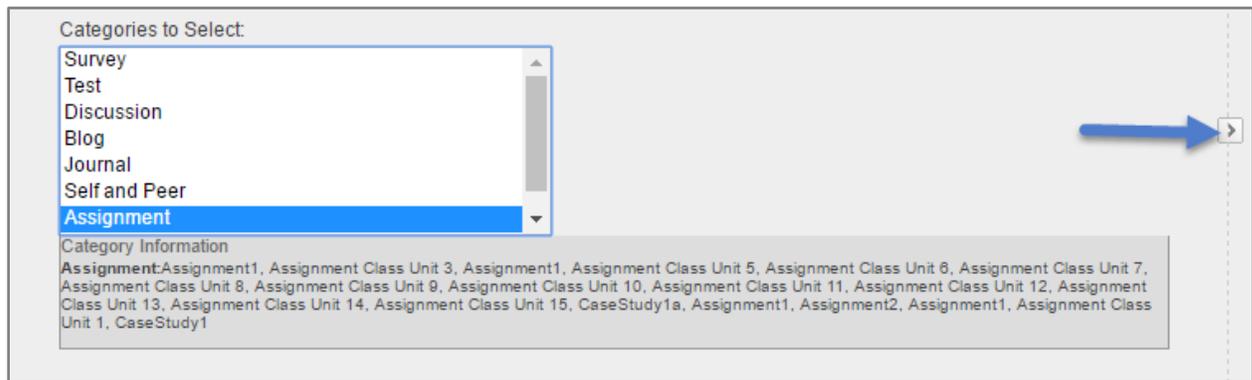
The percentage of all the **Columns** added to **Selected Columns** must add up to **100%**.



10. **Categories to Select** has a list of all **Categories** in the **Grade Center**. Select the **Category** you want to include in the **Weighted Column**.



11. Next, click the **arrow** to add it to the Weighted Grade column.



Categories to Select:

- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Assignment**

Category Information
Assignment: Assignment1, Assignment Class Unit 3, Assignment1, Assignment Class Unit 5, Assignment Class Unit 6, Assignment Class Unit 7, Assignment Class Unit 8, Assignment Class Unit 9, Assignment Class Unit 10, Assignment Class Unit 11, Assignment Class Unit 12, Assignment Class Unit 13, Assignment Class Unit 14, Assignment Class Unit 15, CaseStudy1a, Assignment1, Assignment2, Assignment1, Assignment Class Unit 1, CaseStudy1

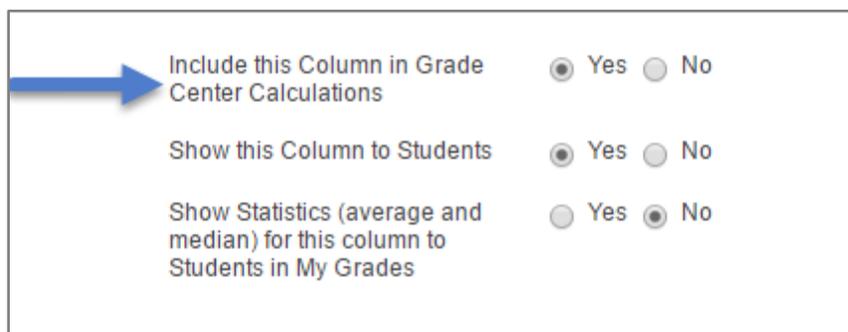
 

12. In “**Calculate as a running total**” – Select “**Yes**” to calculate the weight as a running total to include only the items/columns that have been graded. Select “**No**” to include all items possible including those items/columns not graded yet



 Calculate as Running Total Yes No

13. If you want to include the column in the possible selections of items when creating **Calculated Columns**, leave the “**Include this Column in Grade Center Calculations**” field at “**Yes**” or choose “**No**” to exclude it from any calculations.

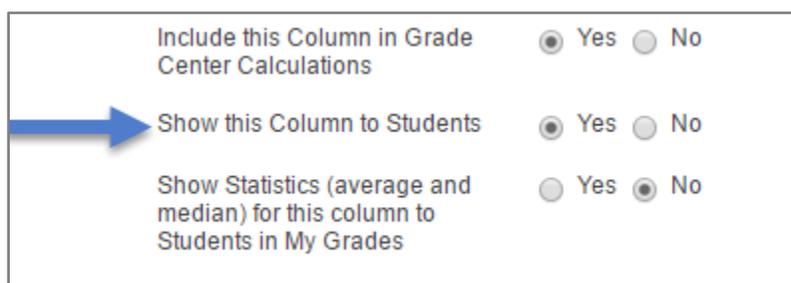


 Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

14. Leave the “**Show this Column to Students**” field at “**Yes**” to let the students see this column in their grades or change it to “**No**” to hide it from your students.



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

15. It is recommended that you leave the **Show Statistics** at the default (**No**). Changing it to **Yes** shows the students the average and median grade of the class, in addition to their own grade. Some students find this confusing because they think it is their grade or their grade average.

Include this Column in Grade Center Calculations	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Show this Column to Students	<input checked="" type="radio"/> Yes	<input type="radio"/> No
 Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes	<input checked="" type="radio"/> No

16. Click **Submit** to submit the **Grade Column**.

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
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