Creating Grade Center average columns.

An Average grade column displays the average for any number of quantities. For example, an instructor can display the average for all Tests, or display the average grade for each student for a grading period. Columns with text as the primary display cannot be averaged.

1. Make sure the “Edit Mode” setting is set to “ON”.

2. On the left side panel of the class page scroll down to “COURSE MANAGEMENT” section, expand the “Grade Center” link and click on “Full Grade Center” link.
3. On the loaded page click on the “Average Column” link that is located under the “Create Calculated Column”.

4. Enter short self-explanatory names in “Column Name” (a formal name for the column, displayed in the Grade Center if no “Grade Center Display Name” is entered) and “Grade Center Name” (this appears as the column header in the “Grade Center”) fields. You can also enter a “Description” for yourself to help you and other graders to identify the column.

Next, click on “Average Column” link under the “Create Calculated Column” section.

Give the column a name

If the “Column Name” is long, enter the shorter version inside the Grade Center Name. The shorter version will be displayed inside Grade Center to quickly determine what the grade column represents.

If needed, enter in the Description of the column.
5. The grade in “Primary Display” format shows in both instructor’s and student’s gradebook. The grade in “Secondary Display” format only shows in instructor’s gradebook. If you select letter as the format for “Primary Display” and “Score” as the format for Secondary Display, you will see both in your gradebook but students only see the letter grade.

- **Primary Display**
  
<table>
<thead>
<tr>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated grades display in this format in both the Grade Center and My Grades.</td>
</tr>
</tbody>
</table>

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

6. In section 3 called “Select Columns”:

   - **Choose “All Grade Columns” in “Include in Average” field to include all grade columns in the average. To include specific columns or categories in the average, choose “Selected Columns and Categories” and pick items from “Columns to Select” (a list of all Columns in the Grade Center. Select the Column and click the arrow to add it to the Average Grade column) and/or “Categories to Select” (a list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Average Grade column).**
   
   - **Select “Yes” to calculate the weight as a running total to include only the Columns that have been graded. Select “No” to include all items.**

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

   - **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.
7. In section 4 called “Options”:
   - If you want to include the column in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns leave the “Include this Column in Grade Center Calculations” field at “Yes” or choose “No” to exclude it from any calculations.
   - 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.
   - Set the “Show Statistics to Students” to “Yes” to include statistical information of other students with the grade value when shown to students or leave it at “No” not to show any additional information to students.

8. Once you’re done – click on the “Submit” to create the column. The column will now show up in your “Full grade center” at the end of the list.

It will look something like the image below: