Creating Grade Center weighted columns.

A Weighted Grade is a Calculated Column that displays the calculated result of quantities and their respective percentages. Columns with text as the primary display cannot be weighted.

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 “Weighted Column” link that is located under the “Create Calculated Column” section.

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.

   **Create Weighted Column**

   A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column’s respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade. More Help.

   * Indicates a required field.
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

Secondary Display

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.

- **Columns to Select** has a list of all columns in the Grade Center. Select the Column and click the arrow to add it to the Weighted Grade column.
- **Categories to Select** – A list of all Categories in the Grade Center. Select the category and click the arrow to add it to the Weighted Grade column.
- In “Calculate as a running total” – 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**

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

Click on the “Submit” button to create the column.