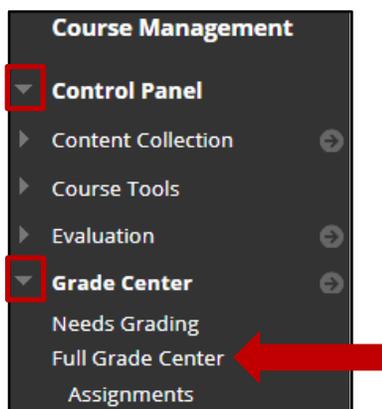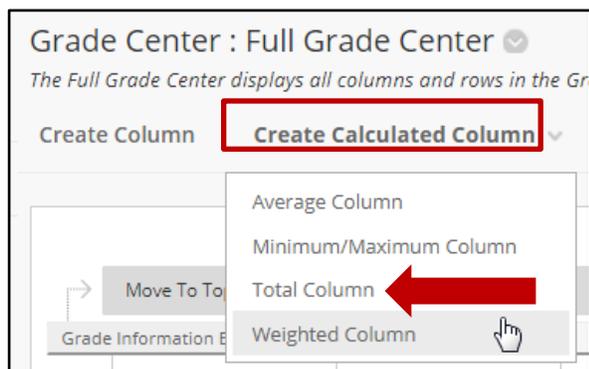**UAMS.**

Creating a Calculated Total Grade Column

A Total Column calculates the total points for a number of columns related to the total number of points allowed. Total Columns are useful for generating a final score or specific partial scores like the total score for a specific course module. Columns with text as the primary display cannot be added to a total column.

1. Navigate to **Course Management** > **Control Panel** > **Grade Center** and click on **Full Grade Center**.

2. Click on the **Create Calculated Column** button and then select **Total Column**.

3. Provide a name for the column. **Column Name** is a required field. This field only displays the first 15 characters in the Column header.

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Creating a Calculated Total Grade Column

4. Select the desired options for the **Primary Display** and **Secondary Display**.

Primary Display	Score ▾
	Calculated grades display in this format in both the Grade Center and My Grades.
Secondary Display	Percentage ▾
	This display option is shown in the Grade Center only.

Note: Students can only see the Primary Display.

There are five options available for the grade display:

Score: *A numeric grade is the default setting. If you don't make a selection, the score appears in the grid.*

Letter: *A letter grade appears. The default grading schema is used to assign letter grades. For example, a score of 21/30 equals 70% and appears as a C. You can create/use custom grading schemas.*

Text: *Text appears in the column when you create and associate a text grading schema. Examples of text values include: Excellent, Very Good, Good, Fair, and Poor -OR- Satisfactory and Unsatisfactory. If no text grading schema exists, and you select the Text option, you can type text in the column's cells. Limit your text to 32 characters. If you choose to share the column results with students in My Grades, they see the text values for their grades.*

You can convert a numeric score to text. But, if you don't create a custom text grading schema, and return to numeric scoring, values that can't be converted display a zero after conversion. If you want to include text as grades, we recommend that you create a text grading schema and associate it with the appropriate columns.

Percentage: *A percentage appears. For example, a score of 21/30 appears as 70%.*

Complete/Incomplete: *When a student submits an item, a Completed icon appears in the column regardless of the score achieved.*

Creating a Calculated Total Grade Column

5. Scroll down to the **Select Columns** section. You can keep the default selection of include **All Grade Columns.** If you want to select specific columns or categories, then select Selected Columns and Categories. Highlight a column or category and click the arrow to move it to the list of Selected Columns.

6. Under **Options**, you will select whether or not you want to **Include this Column in the Grade Center Calculations**. Grade Columns that have been set to No do not display in the selection list for the step above.

Creating a Calculated Total Grade Column

7. A **Running Total** calculates the total by including only the Grade Columns that have been graded. Selecting No for this option includes all Columns in the calculations, using zero (0) for Columns that have not been graded. This can make grades appear artificially low.

8. Click the **Submit** button.

9. Your new **Total Column** will now appear at the far right in the grade book. You may have to scroll horizontally to see it.

Note: One of the columns in the Grade Center must be an External Grade. This column provides details for the Course Analytics. The indicator for the external grade is a green checkmark, and it can be attached to a column using the column Options Menu.

For details on how to Set the External Grade see additional documentation.