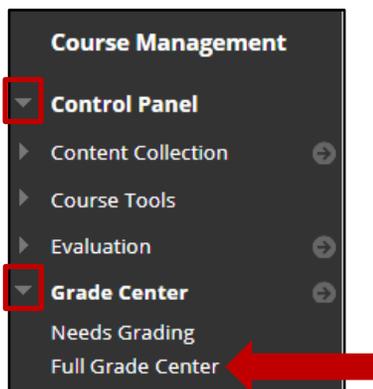


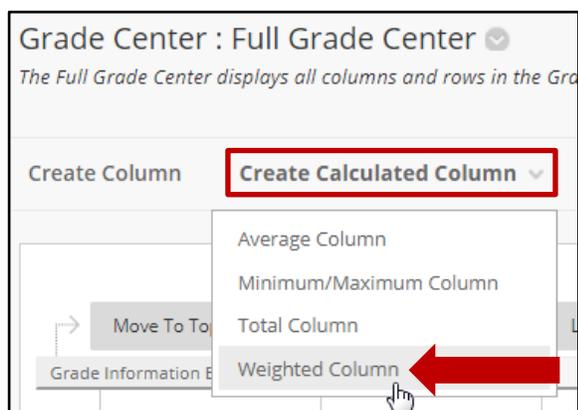
Creating a Calculated Weighted Grade Column

The Weighted Column is a type of calculated column that generates a grade based on the results of selected columns and categories and their respective percentages. When creating a weighted column, you can include other calculated columns.

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



2. Click on **Create Calculated Column** and then select **Weighted 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.

Create Weighted Column

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective weight. Columns with text as the primary display cannot be displayed as a weighted grade. [More Help](#)

* Indicates a required field.

COLUMN INFORMATION

* Column Name ←

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Creating a Calculated Weighted Grade Column

4. Select the desired options for the **Primary Display** and **Secondary Display**. Students can only see the Primary Display.

Primary Display	Percentage	▼
	<i>Calculated grades display in this format in both the Grade Center and My Grades.</i>	
Secondary Display	Letter	▼
	<i>This display option is shown in the Grade Center only.</i>	

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. **This option is not recommended for the weighted grades.***

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 Weighted Grade Column

5. Scroll down to the **Select Columns** section. In the Weighted Column you can include **Columns** or **Categories**. Add the desired percentage next to each item; the system requires 100% for the **Total Weight**. If you opt to use **Categories**, your options are as follows:
- **Select how to Weight Columns within the Category: Equally** applies equal value to all columns within a Category. **Proportionally** values each column based on its points possible compared to other columns in the category.
 - **Drop Grades** removes a number of either the highest or lowest grades for the Category from the calculation.
 - **Use Only the Lowest or Highest Value to Calculate** removes all grades from the calculation except for the best or worst score.

SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

- Assignment 2: Presentation
- Quiz 3
- Research Journal
- Total
- Weighted Total
- Week 1 Assignment
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

Presentation

★ 20 % **Column:** Phase 2 of Project: Final Paper

★ 25 % **Category:** Discussion

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Calculate Lowest Value to Calculate

Grades Drop Lowest Calculate Highest Value to Calculate

Grades

Total Weight: 100%

NOTE: Grade Columns that have been set to No for the setting Include this column in Grade Center Calculations do not display in the selection list.

6. 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.

Calculate as Running Yes No

Total

*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.*

Creating a Calculated Weighted Grade Column

7. Click the **Submit** button.



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

Grade Center : Full Grade Center ⌵

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade

Create Column Create Calculated Column ⌵ Manage ⌵ Reports ⌵

Move To Top Email ⌵ Sort Columns By: Layout Position ⌵

Grade Information Bar

Grade Information Bar	LAST NAME ⌵	FIRST NAME ⌵	LAST ACCESS ⌵	TOTAL WEIG ⌵
<input type="checkbox"/>	Doe	John		94.25%(A)

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.