

TOTAL POINTS GRADE COLUMN

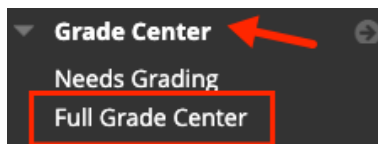
A total grade column can be created if using a total points grade center.

Instructions

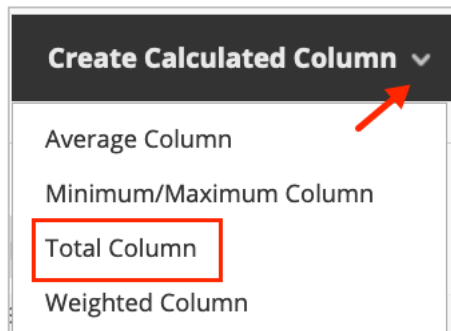
Note:

In the Grade Center, make sure columns have been created first before setting up a total grade column. See the [Create Grade Columns](#) user guide.

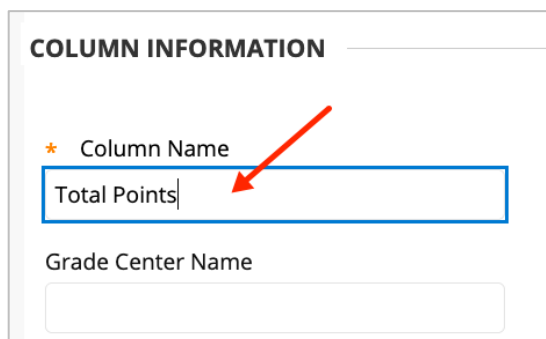
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click **Create Calculated Column**, and then select **Total Column**.



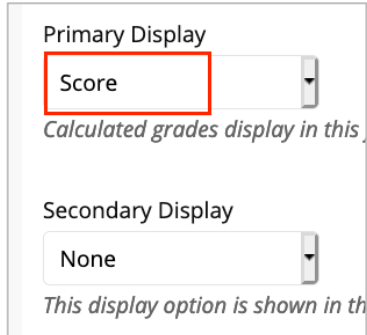
3. On the Create Total Column page, type in the Column Name box and call **Total Points**. The Grade Center Name is not required.



A screenshot of a form titled "COLUMN INFORMATION". It contains two input fields. The first field is labeled "* Column Name" and contains the text "Total Points". A red arrow points to this field. The second field is labeled "Grade Center Name" and is currently empty.

TOTAL POINTS GRADE COLUMN

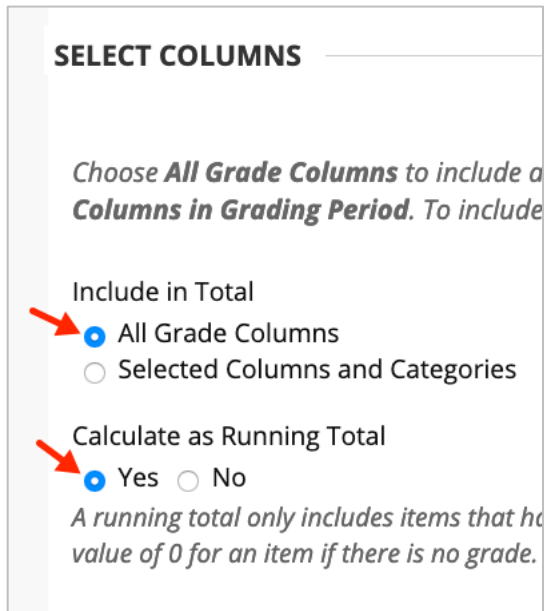
4. Scroll down to Primary Display. Make sure it stays on **Score** so that students see a score earned on all assignments. A Secondary Display is not necessary.



Primary Display
Score
Calculated grades display in this

Secondary Display
None
This display option is shown in th

5. In the Select Columns section of the page the default option **All Grade Columns** should be selected. In the next section, **Calculate as Running Total** is set to **Yes** by default. In most cases, these options do not need to be changed. See note below.



SELECT COLUMNS

*Choose **All Grade Columns** to include a
Columns in Grading Period. To include*

Include in Total
 All Grade Columns
 Selected Columns and Categories

Calculate as Running Total
 Yes No
*A running total only includes items that h
value of 0 for an item if there is no grade.*

Note:

The only time that **Selected Columns and Categories** needs to be selected is if a category (i.e., quizzes) was included and you needed to drop the lowest score in that category. See last note below for additional information.

6. In the Options section, it is recommended to keep the default options.

TOTAL POINTS GRADE COLUMN

OPTIONS

Select **No** for the first option to exclude this column from My Grades. Select **Yes** for the third option.

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

7. Click Submit when finished.

Note:

It may be necessary to create a category in the event you need to group columns together to drop the lowest grade from that group (such as dropping the lowest quiz or test score) Please see the [Create Grade Categories](#) user guide for more information on how to accomplish this.

Note:

You also want to set up a [% Grade to Date](#) column to show the points as a percentage column to students.