

WEIGHTED GRADE COLUMNS

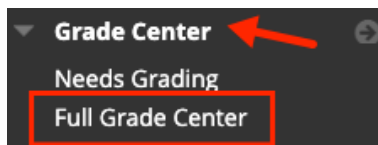
Once columns and categories have been created in the Grade Center, the final step is to create a weighted (percentage-based) grade column.

Instructions

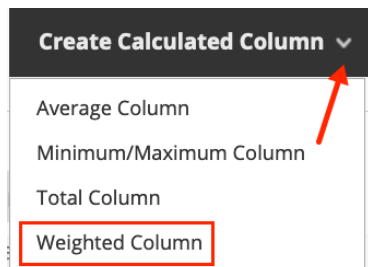
Note:

In the Grade Center, make sure columns are categorized appropriately. See the [Create Grade Categories](#) and the [Assigning Columns to Categories](#) 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 **Weighted Column**.



3. On the Create Weighted Column page, type in the **Column Name**. Call it **% Grade To Date**. The **Grade Center Name** is an optional field that can be left empty.

COLUMN INFORMATION

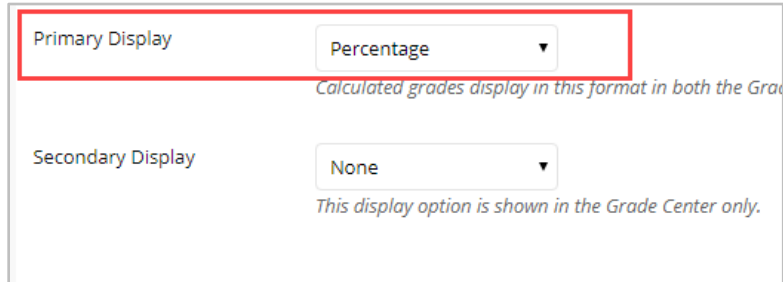
* Column Name

Grade Center Name

Displays as the column header in the Grade Center.

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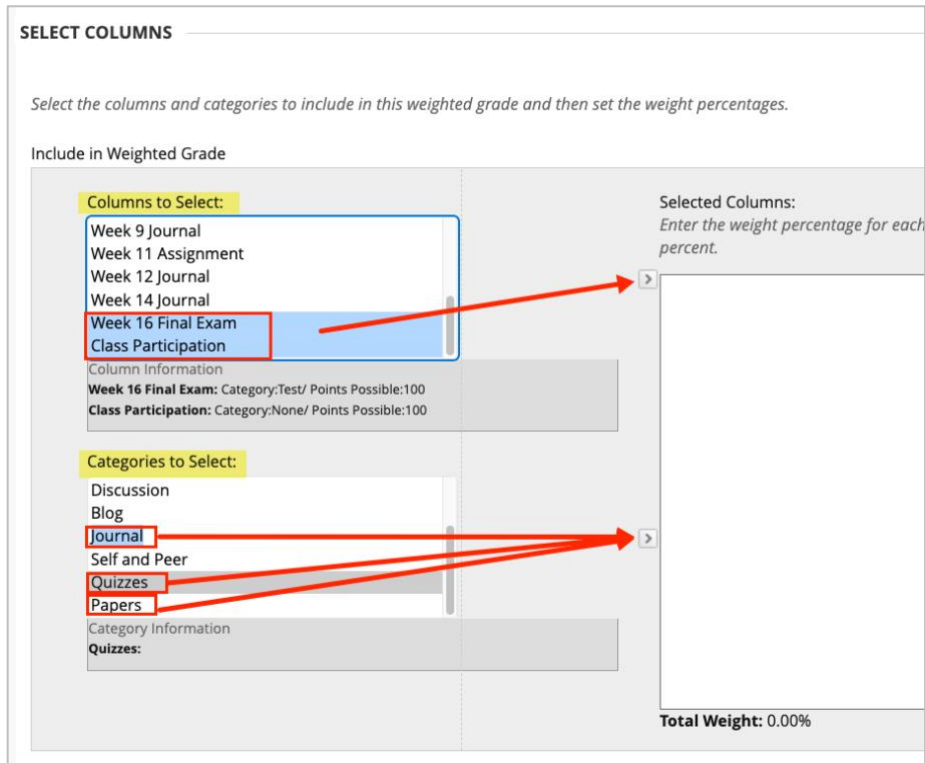
- Primary Display should be **Percentage** (do not change this). Secondary Display is not needed.



Primary Display Percentage ▼
Calculated grades display in this format in both the Grade Center and the Grade Book.

Secondary Display None ▼
This display option is shown in the Grade Center only.

In the Select Columns section of the page, select columns or categories to include in the weighting of the columns. Click on a column in the top left box or a category in the bottom left box and use the > to move it to the box on the right. Each item on the right needs a weight percentage. The **Total Weight** at the bottom of the right column must equal 100%. Click the mouse outside a box so that the total weight adds too 100%.



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:

- Week 9 Journal
- Week 11 Assignment
- Week 12 Journal
- Week 14 Journal
- Week 16 Final Exam
- Class Participation

Column Information
Week 16 Final Exam: Category:Test/ Points Possible:100
Class Participation: Category:None/ Points Possible:100

Categories to Select:

- Discussion
- Blog
- Journal
- Self and Peer
- Quizzes
- Papers

Category Information
Quizzes:

Selected Columns:
 Enter the weight percentage for each percent.

Total Weight: 0.00%

- In the next section, **Calculate as Running Total** is set to **Yes** by default. If not, all graded items not submitted or graded will be counted as zeros and will skew the weighted column until the end of the term.

WEIGHTED GRADE COLUMNS

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

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

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.