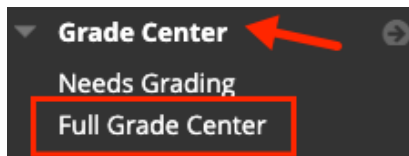


DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

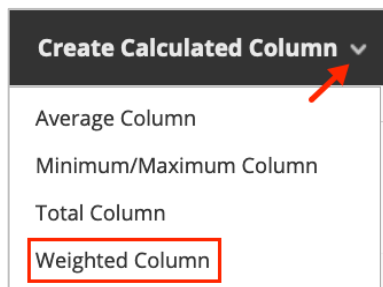
A calculated total or weighted column can be displayed as a letter grade column and marked as an 'external' letter grade.

Instructions

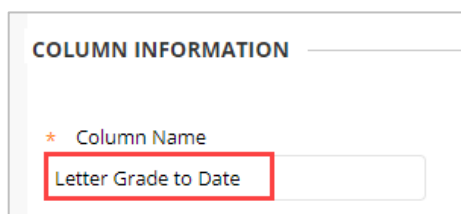
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



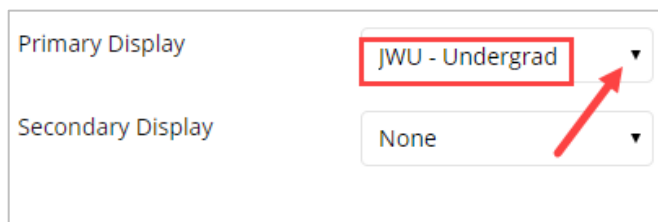
2. Click **Create Calculated Column**, and then select **Weighted Column**.



3. Provide a name and call it **Letter Grade To Date**.

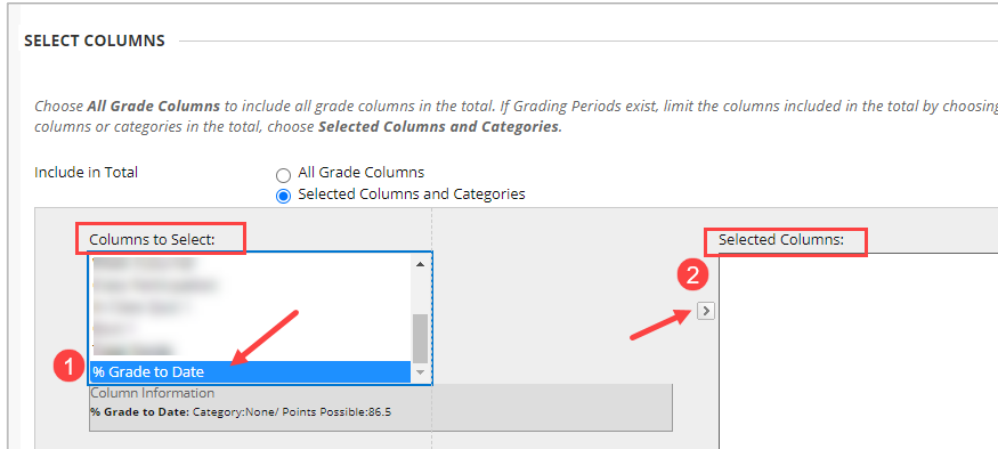


4. Choose **JWU Undergrad** or **JWU Grad** (depending on your course) under Primary Display.



DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

- In the Columns to Select box, select your **% Grade To Date column (1)** from the list and then click the **>** to move it into the adjacent Selected Columns box.



SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing columns or categories in the total, choose **Selected Columns and Categories**.

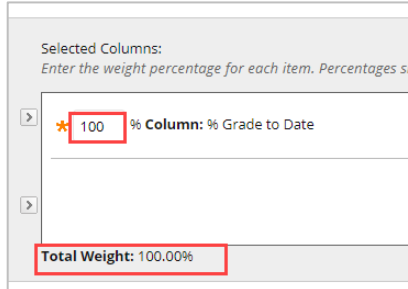
Include in Total All Grade Columns
 Selected Columns and Categories

Columns to Select: % Grade to Date >

Selected Columns: >

Column Information
% Grade to Date: Category:None/ Points Possible:36.5

- The **% Grade To Date** column is displayed in the Selected Columns box, enter **100** into the textbox.

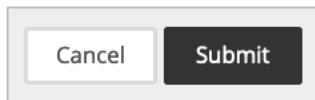


Selected Columns:
Enter the weight percentage for each item. Percentages s

100 % Column: % Grade to Date

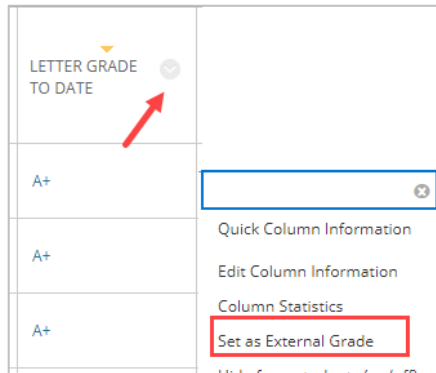
Total Weight: 100.00%

- Scroll to the bottom of the page and **Submit**.

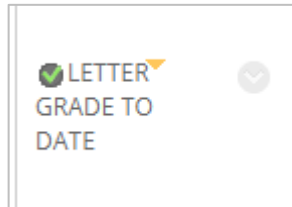


- Locate the **Letter Grade To Date** column in the grade center. Click the **down arrow icon** next to the title and choose **Set as External Grade** from the menu.

DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE



9. The Letter Grade To Date column will have a **green check** next to it. Don't forget to Import final letter grades to [jwuLink](#) at the end of the semester.



Note:

Only one column can be flagged as an External Grade column. To select a different column as the External Grade column, identify the correct column and proceed back to step 8 in this user guide.