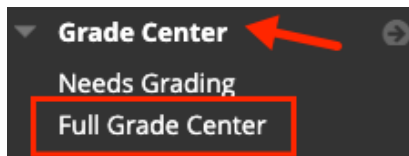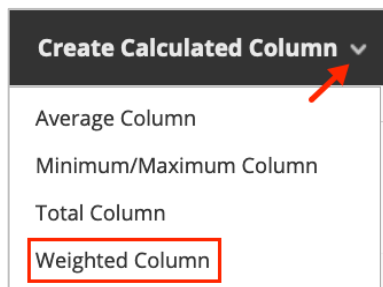# DISPLAY CALCULATED COLUMN
AS EXTERNAL LETTER GRADE

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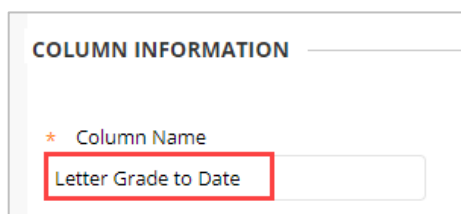
Instructions

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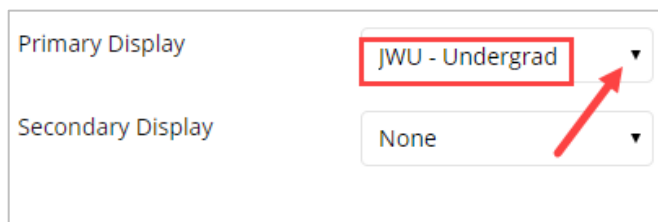

2. Click **Create Calculated Column**, and then select **Weighted Column**.

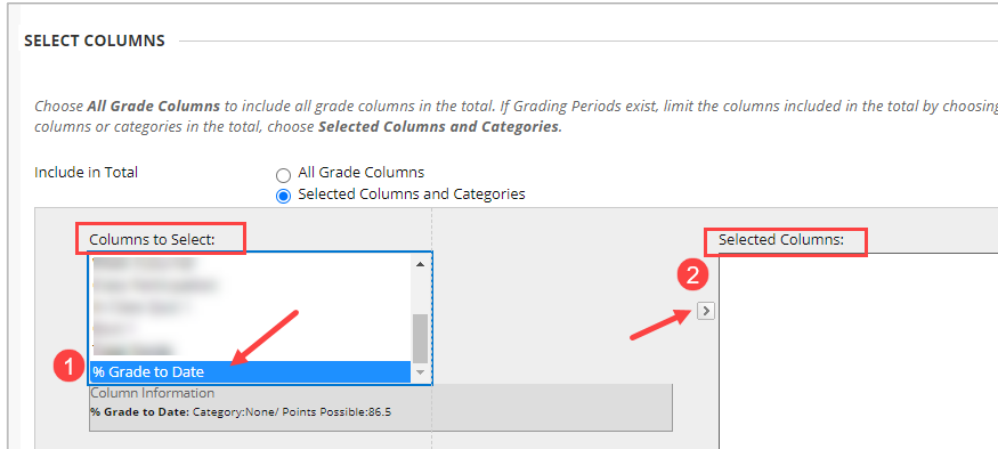3. Provide a name and call it **Letter Grade To Date.**

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

5. 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.
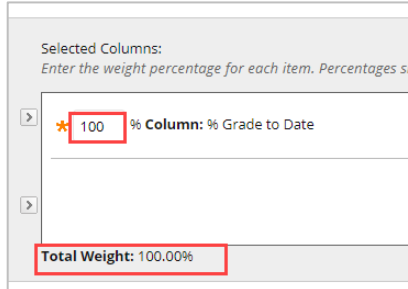
6. The % Grade To Date column is displayed in the Selected Columns box, enter **100** into the textbox.
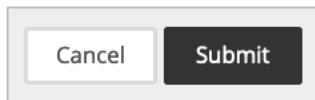
7. Scroll to the bottom of the page and **Submit**.
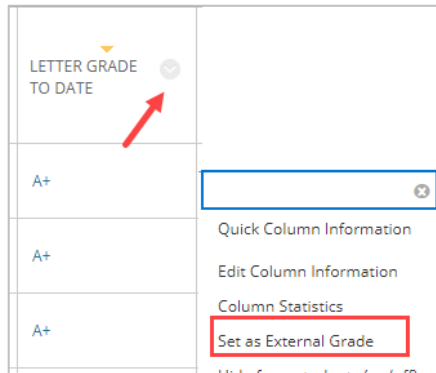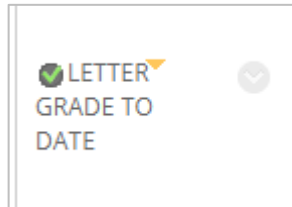
8. Locate the **Letter Grade To Date** column in the grade center. Click the **down arrow icon** next to the title and choose **Set as External Grade** from the menu.

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.