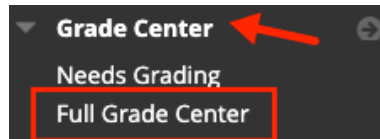


CREATE LETTER GRADE COLUMN

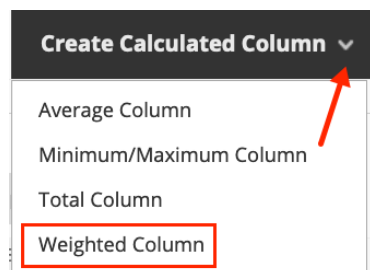
Create a calculated column that displays to students as a letter grade from a previously created [total grade](#) or [weighted grade column](#).

Instructions

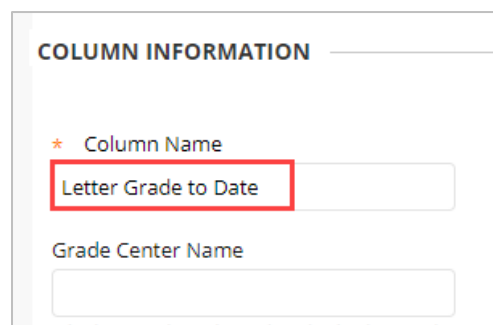
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, click **Create Calculated Column** and select **Weighted Column**.

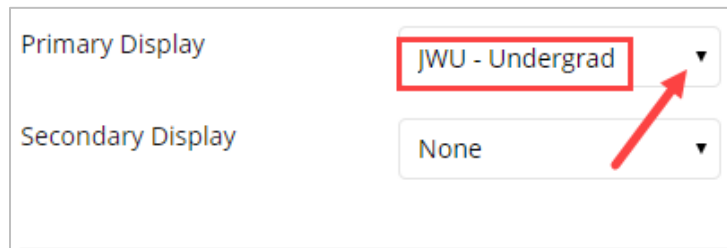


3. Provide a name for the column, "**Letter Grade To Date**". Grade Center name is not needed.

A screenshot of a form titled 'COLUMN INFORMATION'. It has two input fields. The first field is labeled '* Column Name' and contains the text 'Letter Grade to Date' (highlighted with a red rectangular box). The second field is labeled 'Grade Center Name' and is empty.

4. Under Primary Display, change Percentage to **JWU Undergrad** or **JWU Grad**, depending on the schema your college uses.

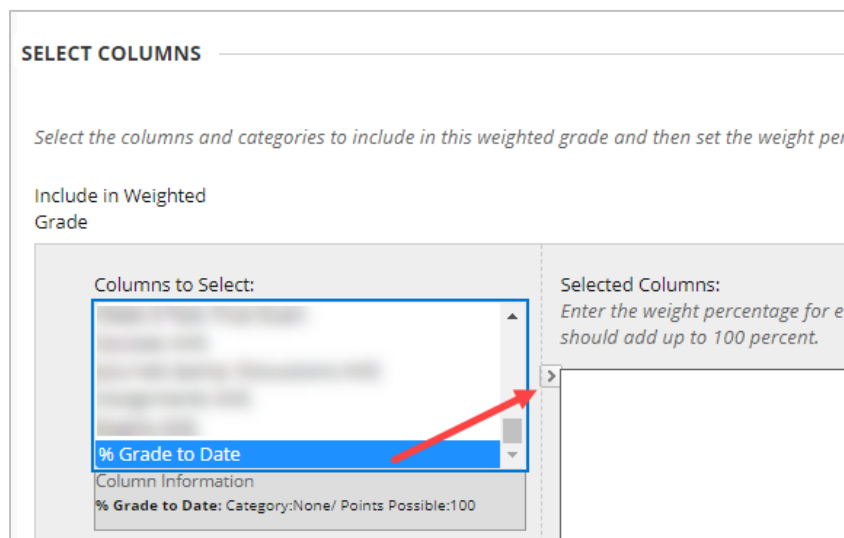
CREATE LETTER GRADE COLUMN



Primary Display JWU - Undergrad

Secondary Display None

5. In the Columns to Select box, click the **% Grade To Date** column and click the > to move it into the Selected Columns box.



SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

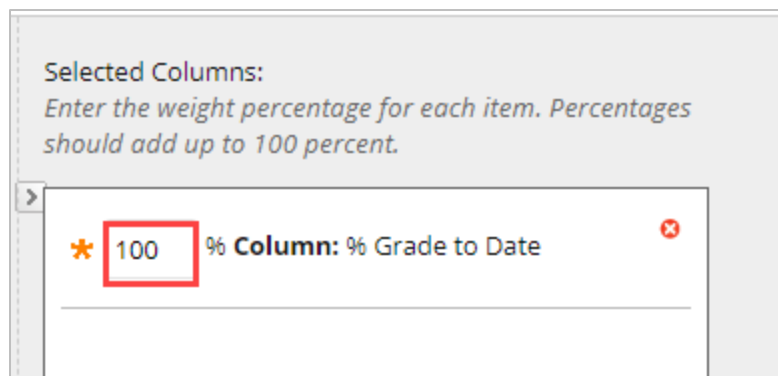
Selected Columns:

Enter the weight percentage for e should add up to 100 percent.

Column Information

% Grade to Date: Category:None/ Points Possible:100

6. Type **100** into the box.



Selected Columns:

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

100 % Column: % Grade to Date

7. When you click with the mouse outside the box after entering 100, the total weight will display as 100%. Leave Calculate as Running Total on Yes.

CREATE LETTER GRADE COLUMN

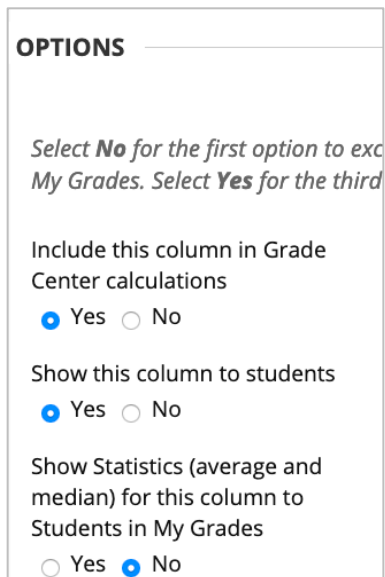


Total Weight: 100.00%

Calculate as Running Total

☒ Yes ☐ No

8. 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

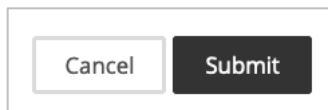
Show this column to students

☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades

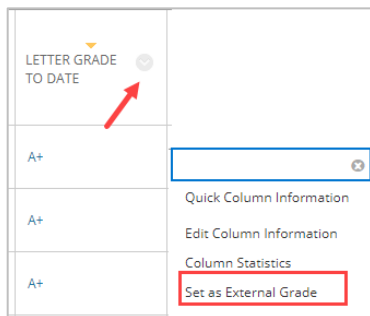
☐ Yes ☒ No

9. Click **Submit** when finished.



Cancel Submit

10. The column appears in the grade center. From the down arrow next to its name, click on **Set as External Grade**.



LETTER GRADE TO DATE

A+

A+

A+

Quick Column Information

Edit Column Information

Column Statistics

Set as External Grade

CREATE LETTER GRADE COLUMN

11. A green check mark appears at the top of the column indicated it has been set as the external grade. Setting the external grade is important for uSucceed and for importing final grades into [jwuLink](#).

