How to... Navigate, Add, and Edit a Calculated Column in the Grade Center

To Navigate to the Grade Center
1. Scroll done to the Control Panel.
2. Expand the Grade Center Menu.
3. Click “Full Grade Center.”
4. Point to the Create Calculated Column button.

To Add a Calculated Column to the Grade Center
5. Choose a Calculated Column.
   a. *Average Column* – Finds the average of a group of other columns, i.e. essay 1, essay 2, and essay 3 scores could be averaged into one column
   b. *Minimum/Maximum* – Finds the minimum or maximum score in a group of columns you specify
   c. *Total Column* – Finds the sum of the scores in a group of columns you specify
   d. *Weighted Column* – Find a score/percentage based on percentages that you input in a group of columns.
6. For demonstration, the Average Column is selected.

To Build a Calculated Column the Grade Center
7. In section 1, provide a Column Name. Generally Column names should be short to make reduce
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scrolling when you are viewing the grade center. Provide a Grade Center Name that is more complete because this is the label your students will see. If you leave the Grade Center Name blank students will see the Column Name.

8. Set the primary display, usually percentage for averages. The primary display will show up for you and your students.

9. Set the Secondary Display which only shows in the Grade Center for the instructor.

10. In section 3, click the Selected Columns and Categories radio button. Then, select the columns to be used in calculating the average. In this example the three essays were moved to the Selected Columns field.
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11. Click the Yes radio button to Calculate as a Running Total, which will exclude columns that have no grade for each individual student. This is particularly important for average scores.

12. In section 4, select the radio buttons that fit your needs. Then click the Submit button either at the top of the page or at the bottom.

To Check a Calculated Column to the Grade Center

13. In the Grade Center you should see the result of the calculations. (Note that the Test Student has not yet submitted Essay 3 and that has not been included in the average which otherwise would be less than 100%.)

14. It is a best practice to manually input perfect scores for your Test Student to check the calculations.

To Edit a Calculated Column in the Grade Center

15. If you need to make a change to the calculated column after submitting it, navigate to the column...
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in the Grade Center. Then click its drop down arrow.

16. Select Edit Column Information from the menu, which will take you back to the Edit Column page.