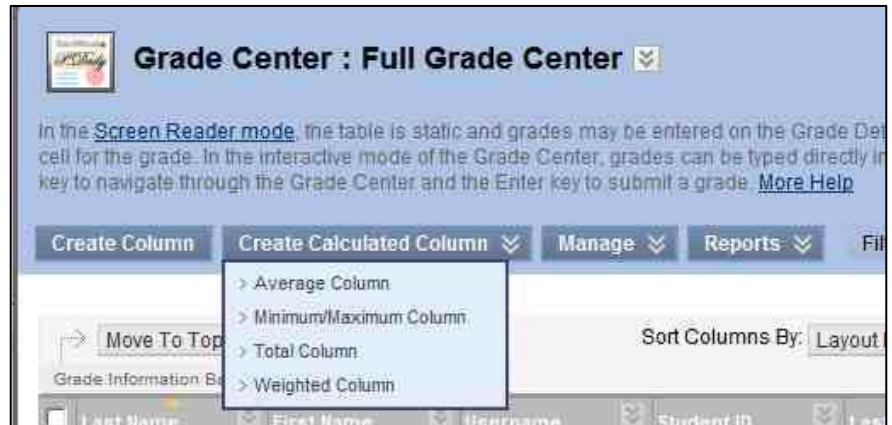
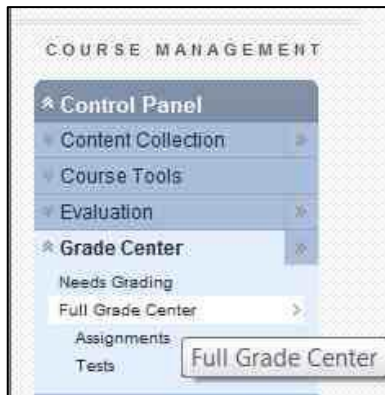


How to... Navigate, Add, and Edit a Calculated Column in the Grade Center

To Navigate to the Grade Center

1. Scroll down to the Control Panel.
2. Expand the Grade Center Menu.
3. Click "Full Grade Center."
4. Point to the Create Calculated Column button.

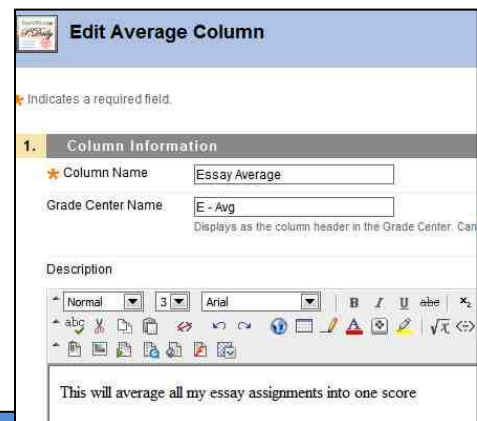


To Add a Calculated Column to the Grade Center

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



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

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.

3. Select Columns

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

Include in Average All Grade Columns
 Selected Columns and Categories

Columns to Select:

Journal 5
Assign 2
Hide Assignment
Introduce Yourself
W2 Quiz 1
One Question
One Question
One Question(1)
Column Information

Selected Columns:

Column: E1
Column: E2
Column: E3

Categories to Select:

Assignment
Survey
Test
Discussion
Blog
Journal
Category Information

>

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

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

- 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.
- 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.

4. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

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

To Check a Calculated Column to the Grade Center

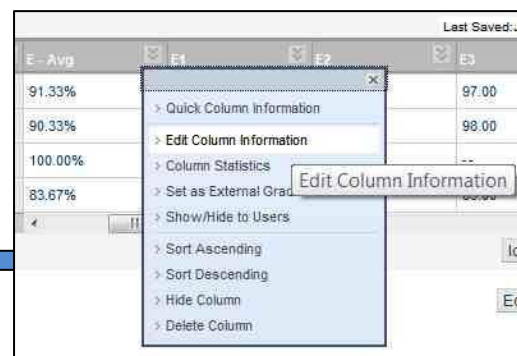
- In the Grade Center you should see the result of the calculations. (Note that the Test Student has not yet submitted Essay 3 and that has not been included in the average which otherwise would be less than 100%.)

Last Name	First Name	E - Avg	E1	E2	E3
Admin11	Learn	91.33%	77.00	100.00	97.00
Barfield	Kem	90.33%	75.00	98.00	98.00
Student	Test	100.00%	100.00	100.00	--
trcctraining10	trcctraining10	83.67%	79.00	87.00	85.00

- 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

- If you need to make a change to the calculated column after submitting it, navigate to the column





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

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.

A screenshot of a web-based form titled "Edit Average Column". The form has a blue header bar with the title. Below the header, there is a note: "Indicates a required field." followed by a yellow star icon. The form is divided into sections. The first section is "1. Column Information" with a grey background. It contains two required fields: "Column Name" with the value "Essay Average" and "Grade Center Name" with the value "E - Avg". Below the "Grade Center Name" field is a small tooltip that says "Displays as the column header in the Grade Center. Can". The second section is "Description" and contains a rich text editor with a toolbar. The text in the editor reads "This will average all my essay assignments into one score".