

WEIGHTED GRADE COLUMNS

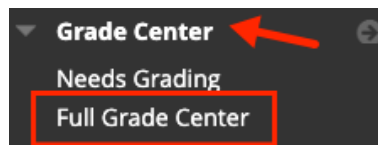
Once columns and categories have been created in the Grade Center, the final step is to create a weighted (percentage-based) grade column.

Instructions

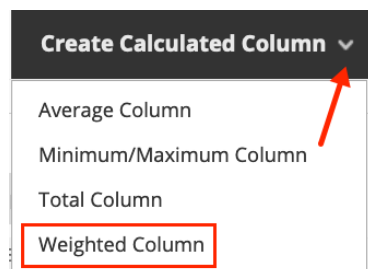
Note:

In the Grade Center, make sure columns are categorized appropriately. See the [Create Grade Categories](#) and the [Assigning Columns to Categories](#) user guide.

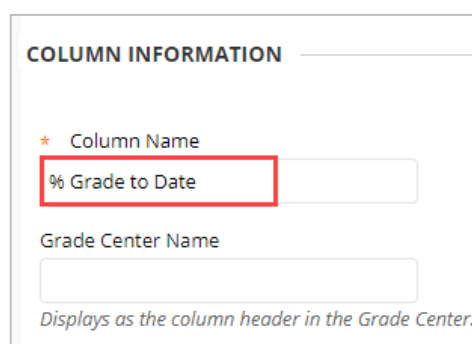
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



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



3. On the Create Weighted Column page, type in the **Column Name**. Call it **% Grade To Date**. The **Grade Center Name** is an optional field that can be left empty.



COLUMN INFORMATION

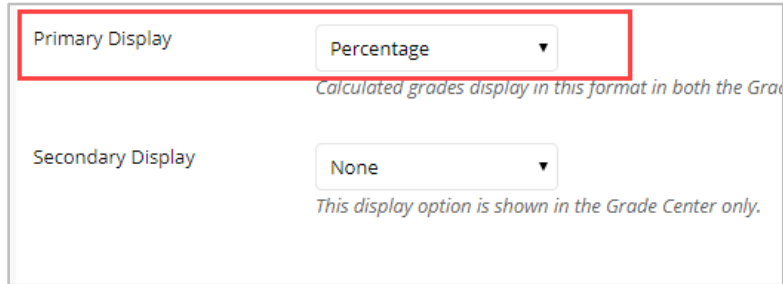
* Column Name

Grade Center Name

Displays as the column header in the Grade Center.

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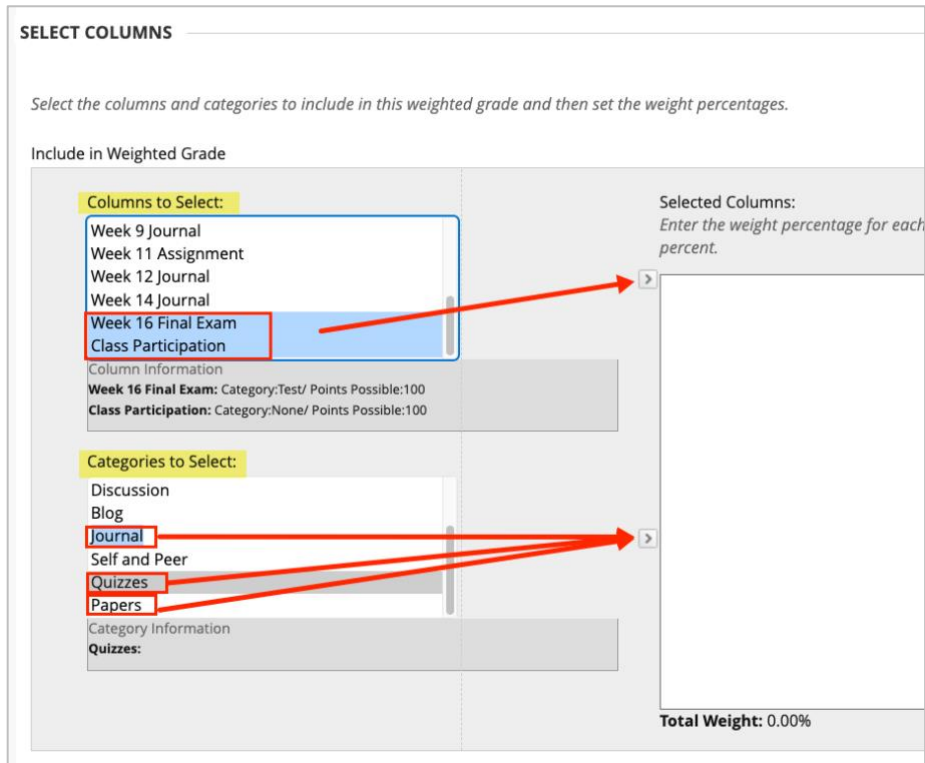
- Primary Display should be **Percentage** (do not change this). Secondary Display is not needed.



Primary Display Percentage ▼
Calculated grades display in this format in both the Grade Center and the Grade Center only.

Secondary Display None ▼
This display option is shown in the Grade Center only.

In the Select Columns section of the page, select columns or categories to include in the weighting of the columns. Click on a column in the top left box or a category in the bottom left box and use the > to move it to the box on the right. Each item on the right needs a weight percentage. The **Total Weight** at the bottom of the right column must equal 100%. Click the mouse outside a box so that the total weight adds too 100%.



SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:
 Week 9 Journal
 Week 11 Assignment
 Week 12 Journal
 Week 14 Journal
 Week 16 Final Exam
 Class Participation

Categories to Select:
 Discussion
 Blog
 Journal
 Self and Peer
 Quizzes
 Papers

Selected Columns:
 Enter the weight percentage for each percent.

Total Weight: 0.00%

- In the next section, **Calculate as Running Total** is set to **Yes** by default. If not, all graded items not submitted or graded will be counted as zeros and will skew the weighted column until the end of the term.

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Calculate as Running Total

Yes No

A running total only includes items that have a value of 0 for an item if there is no grade.

6. 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

7. Click **Submit** when finished.