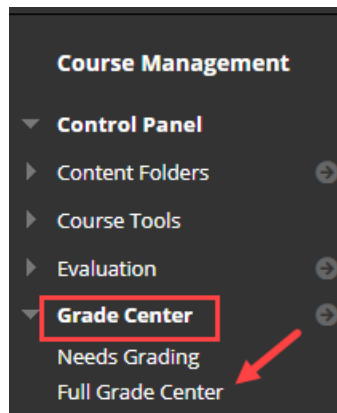


DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

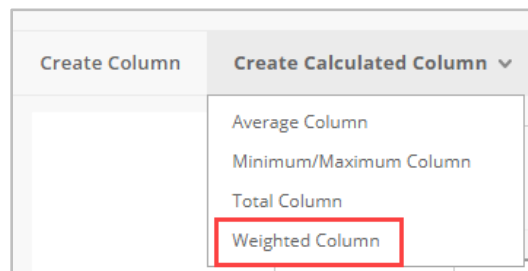
A calculated total or weighted column can be displayed as a letter grade column and marked as an 'external' letter grade.

Instructions

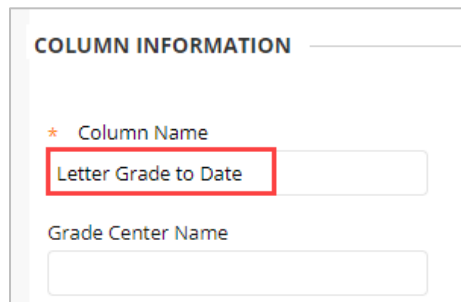
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



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



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


A screenshot of the 'COLUMN INFORMATION' form. The 'Column Name' field is highlighted with a red box and contains the text 'Letter Grade to Date'.

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

DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

Primary Display JWU - Undergrad ▼

Secondary Display None ▼



- 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.

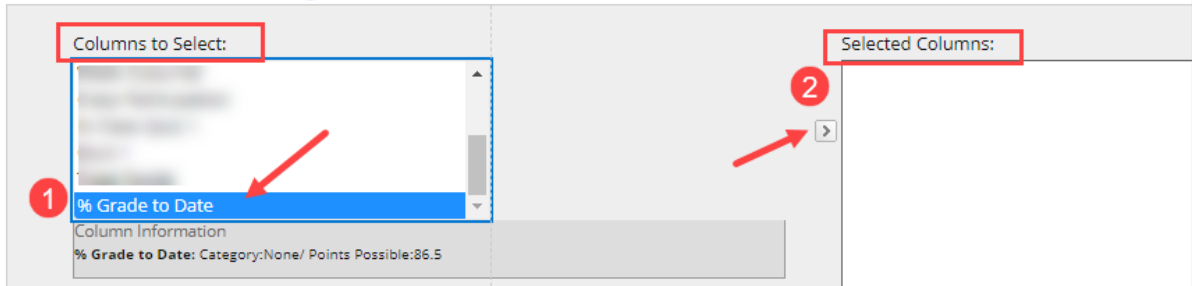
SELECT COLUMNS

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

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

Selected Columns:



- The % Grade To Date column is displayed in the Selected Columns box, enter **100** into the textbox.

Selected Columns:
Enter the weight percentage for each item. Percentages s

>

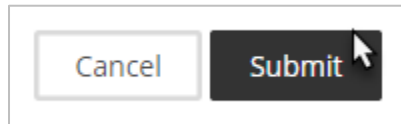
* 100 % Column: % Grade to Date

>

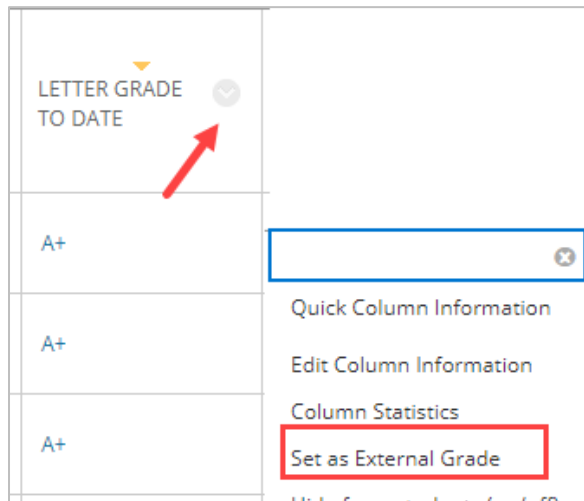
Total Weight: 100.00%

- Scroll to the bottom of the page and **Submit**.

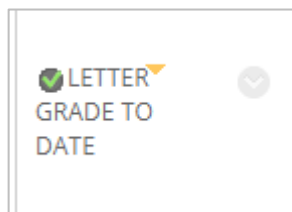
DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE



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.



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 3 in this user guide.