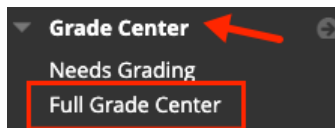


EDIT WEIGHTED COLUMN

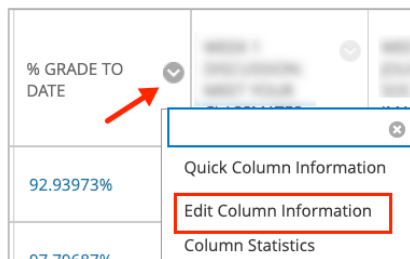
The [weighted column](#) in the Grade Center can be edited when changes are necessary such as changing the percentage weights for assignments in your course.

Instructions

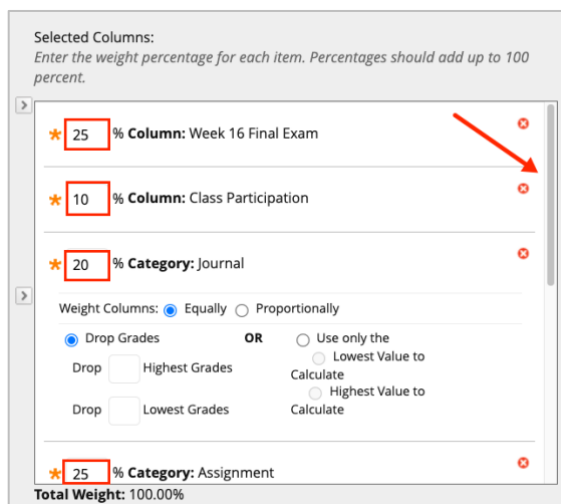
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Locate the weighted/calculated column (e.g. % Grade to Date) and click on the **down arrow** next to the title to display the menu. Select **Edit Column Information**.



3. On the Edit Weighted Columns page, scroll down to the **Select Columns** section. There will be the columns and categories you originally set up with weights. Use the **scroll bar** to view all of the columns and/or categories being used to calculate the weighted column.



EDIT WEIGHTED COLUMN

- To change the percentage a column or category is worth, delete the number in the **% box** and type in a new weight. Each category has the option to equally or proportionally weight each item in the category as well as drop the highest or lowest grade or only use the highest or lowest grade in the category **(a)**. To remove an item, select the **Red 'x'** next to the item **(b)**.

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

* 25 % Column: Week 16 Final Exam

* 10 % Column: Class Participation

* 20 % Category: Journal **(a)**

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Grades Calculate Lowest Value to

Drop Lowest Grades Calculate Highest Value to

* 25 % Category: Assignment

Total Weight: 100.00%

(b)

- If you need to add new columns or categories to the **Selected Columns** box on the right, click the necessary columns or categories on the left. Use the scroll bar to view all of the columns and/or categories being used to calculate the weighted column.

Include in Weighted Grade

Columns to Select:

Week 8: Midterm Exam
Week 9 Journal
Week 11 Assignment
Week 12 Journal
Week 14 Journal
Class Participation

Column Information
Class Participation: Category:None/ Points Possible:100

Categories to Select:

Survey
Test
Discussion
Blog
Self and Peer
Papers

Category Information

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

* 25 % Column: Week 16 Final Exam

* 20 % Category: Journal

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Grades Calculate Lowest Value to

Drop Lowest Grades Calculate Highest Value to

* 25 % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Grades Calculate Lowest Value to

Drop Lowest Grades Calculate Highest Value to

Total Weight: 90.00%

EDIT WEIGHTED COLUMN

Note:

To ensure calculation is accurate, be sure that all graded items are categorized appropriately, if applicable. See the [Setting up Grade Categories](#) user guide.

- 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.

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.

- 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

- Click **Submit** when finished.