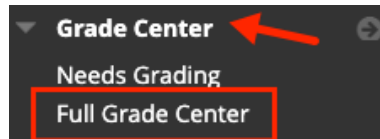


CREATE LETTER GRADE COLUMN

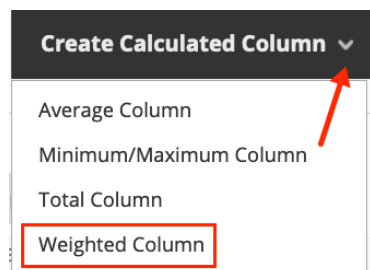
Create a calculated column that displays to students as a letter grade from a previously created [total grade](#) or [weighted grade column](#).

Instructions

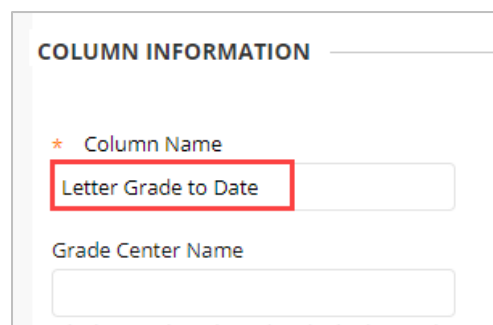
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, click **Create Calculated Column** and select **Weighted Column**.



3. Provide a name for the column, "**Letter Grade To Date**". Grade Center name is not needed.



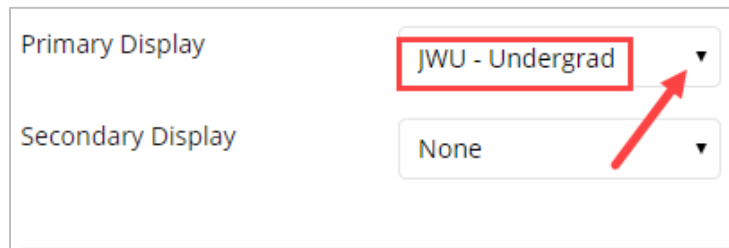
COLUMN INFORMATION

* Column Name

Grade Center Name

4. Under Primary Display, change Percentage to **JWU Undergrad** or **JWU Grad**, depending on the schema your college uses.

CREATE LETTER GRADE COLUMN

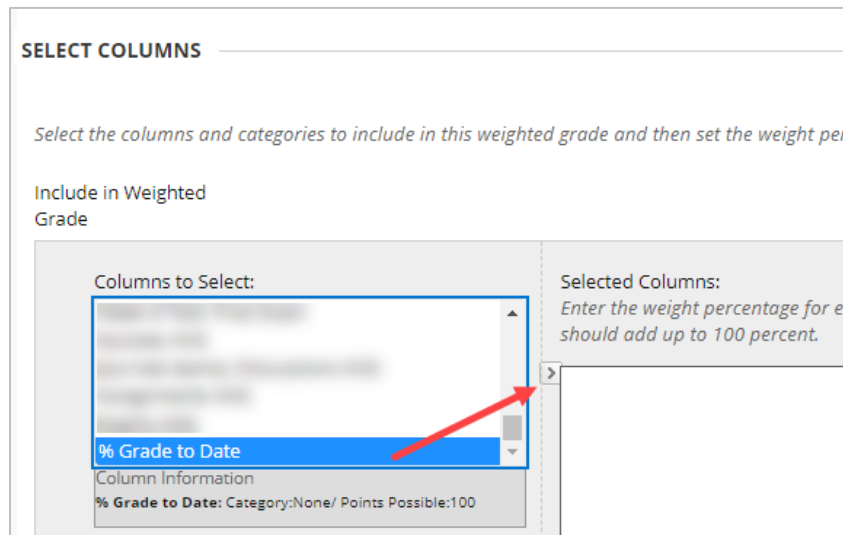


Primary Display: JWU - Undergrad

Secondary Display: None

A red box highlights the 'JWU - Undergrad' option in the Primary Display dropdown, and a red arrow points to the dropdown arrow.

5. In the Columns to Select box, click the **% Grade To Date** column and click the > to move it into the Selected Columns box.



SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

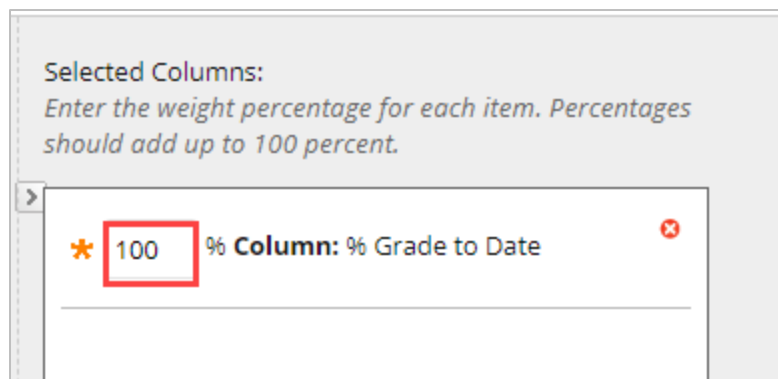
- % Grade to Date

Selected Columns:

Enter the weight percentage for e should add up to 100 percent.

A red arrow points to the right arrow (>) between the 'Columns to Select' and 'Selected Columns' boxes.

6. Type **100** into the box.



Selected Columns:

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

> * 100 % Column: % Grade to Date

A red box highlights the '100' value in the input field.

7. When you click with the mouse outside the box after entering 100, the total weight will display as 100%. Leave Calculate as Running Total on Yes.

CREATE LETTER GRADE COLUMN

Total Weight: 100.00%

Calculate as Running Total
 Yes No

8. 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 to show statistics for this column 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

9. Click **Submit** when finished.

Cancel Submit