

## Create a Calculated Column

---

### Overview

This tutorial will explain how to create a **Calculated Column**. The Create Calculated Column option in the Grade Center allows you to create a Grade Center Column that includes the totals, averages, or weights of your students' grades. Calculated Columns can simplify grading and provide you with valuable information about the class's progress and performance.

For a specific calculation, click the appropriate link to jump to that section of the document:

- ✓ [Average Column](#)
- ✓ [Minimum/Maximum Column](#)
- ✓ [Total Column](#)
- ✓ [Weighted Column](#)

### Average Column

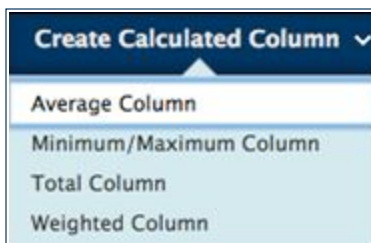
The Average Column allows you to create a Grade Center Column that automatically averages all Grade Center columns, or provides the mean for a selection of columns.

### Quick Steps

Full Grade Center > Create Calculated Column > Average Column > Set Options

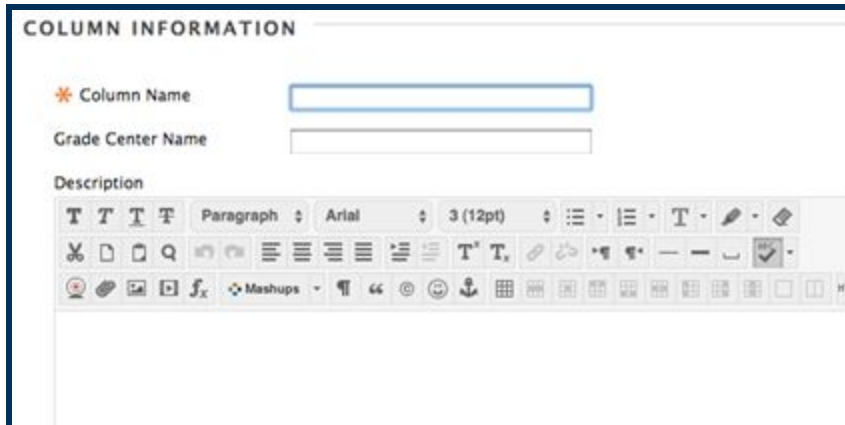
### Step 1

To create an Average Column, hover over *Create Calculated Column* on the Action Bar and select the "Average Column" option.



### Step 2

In the Column Information section, give the column a name. Use the Grade Center Name field to change how students will see the column in the My Grades tool.



**COLUMN INFORMATION**

\* Column Name

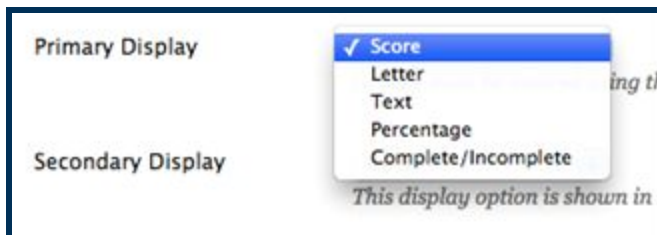
Grade Center Name

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Image, Table, Table Border, Table Cell, Table Row, Table Column, Table Merge, Table Split, Table Delete, Table Insert, Table Resize, Table Sort, Table Filter, Table Hide, Table Show, Table Print, Table Export, Table Import, Table Refresh, Table Reset, Table Cancel, Table Help.

### Step 3

Choose the Primary and Secondary displays for the grade. The primary display controls how grades appear in the My Grades tool (students' view), while the secondary display controls how grades appear in the Grade Center (your view) .



Primary Display

- ✓ Score
- Letter
- Text
- Percentage
- Complete/Incomplete

Secondary Display

*This display option is shown in*

Example: Percentage displays as 100%, but Score displays as 100.

### Step 4

The date the column was created will automatically populate in the Dates section.



**DATES**

Date Created      Apr 7, 2016

### Step 5

In the Select Columns section, choose to include “All Grade Columns” or only “Selected Columns and Categories” using the radio buttons.



### 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

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.

If you choose “Yes,” then items that have not yet been submitted by students are omitted.

If you choose “No,” then items that have not yet been submitted by students will receive 0 credit and be calculated in the Average Column.

### Step 7

In the Options section, chose the appropriate options for your grade column.

### OPTIONS

Select **No** for the first option to exclude this Grade Center Grades. Select **Yes** for the third option to show column s

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

**Include this Column in Grade Center Calculations** should be chosen if you want the grade to be included as part of the course grade. In some cases, like for an opinion piece or optional assignment, you may not want to include points.

**Show this Column to Students** will allow students to see the column in the My Grades tool. If you choose not to show the column, then the grade will affect the total grade but students will be unable to see how this particular grade affects their overall grade. Note: If you choose not to show the column to the student initially, you can change this so the student can view it at any time by editing the column.

**Show Statistics** will allow students to see how their grade compares to other students’ grades for this assignment.

## Step 8

Click the *Submit* button to finish creating the column.

When the new column is created, it will be added at the end of the Grade Center table.

## Minimum/Maximum Column

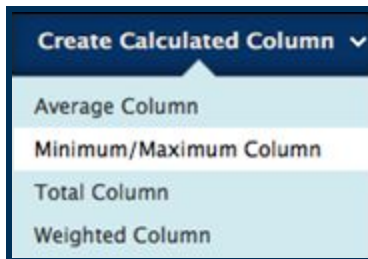
A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

### Quick Steps

Full Grade Center > Create Calculated Column > Minimum/Maximum Column > Set Options

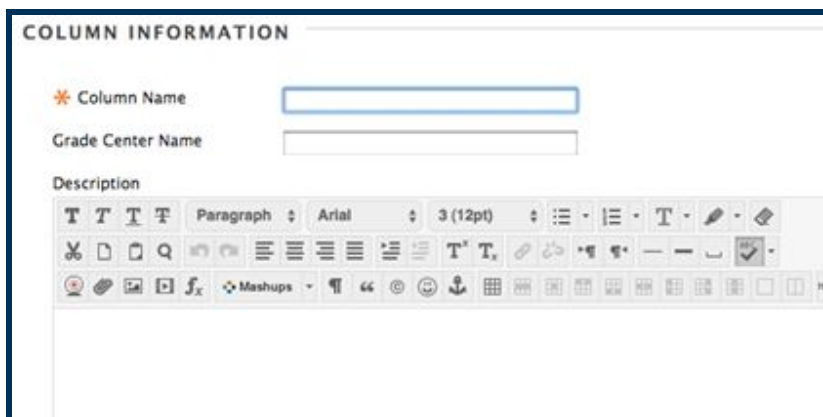
## Step 1

To create a Minimum or Maximum Column, hover over *Create Calculated Column* on the Action Bar and select the “Minimum/Maximum Column” option.



## Step 2

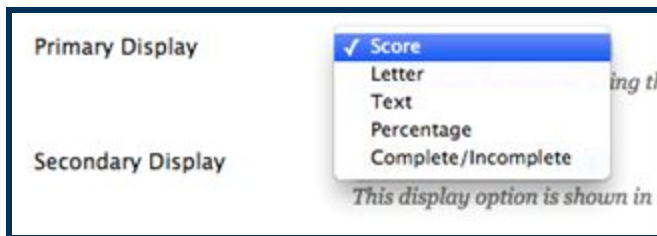
In the Column Information section, give the column a name. Use the Grade Center Name field to change how students will see the column in the My Grades tool.



A screenshot of a form titled "COLUMN INFORMATION". The form has three main sections: "Column Name" with a text input field, "Grade Center Name" with a text input field, and "Description" with a rich text editor. The rich text editor includes a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and other editing functions. The font is set to Arial and the size is 12pt.

### Step 3

Choose the Primary and Secondary displays for the grade. The primary display controls how grades appear in the My Grades tool (students' view), while the secondary display controls how grades appear in the Grade Center (your view) .



Example: Percentage displays as 100%, but Score displays as 100.

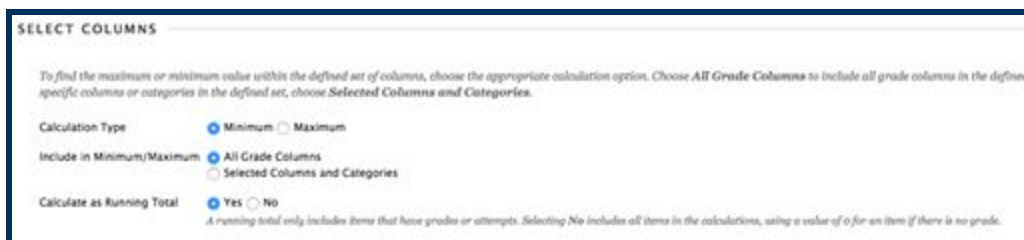
### Step 4

The date the column was created will automatically populate in the Dates section.



### Step 5

In the Select Columns section, display the Minimum grade or the Maximum grade for the grading columns of your choice by using the “Calculation Type” radio buttons.



### Step 6

Click the *Submit* button to finish creating the column.

When the new column is created, it will be added at the end of the Grade Center table.

## Total Column

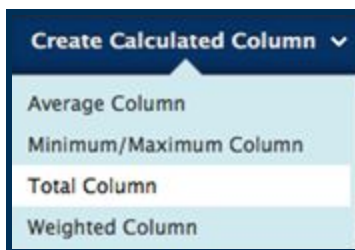
A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score.

### Quick Steps

Full Grade Center > Create Calculated Column > Total Column > Set Options

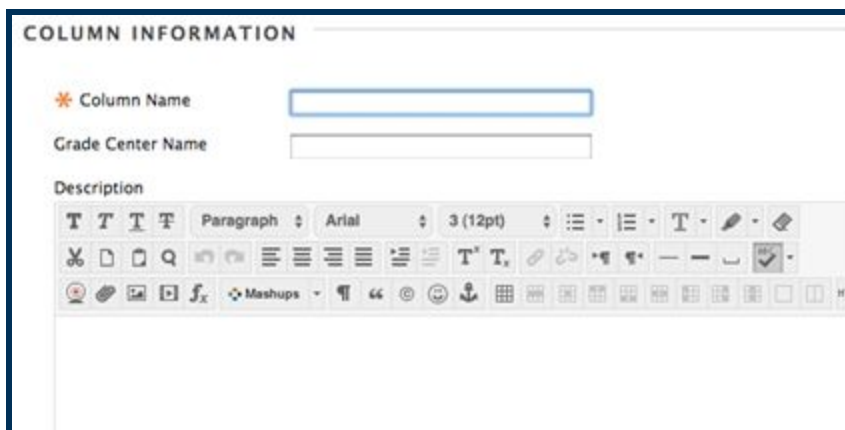
### Step 1

To create a Total Column, hover over *Create Calculated Column* on the Action Bar and select the “Total Column” option.



### Step 2

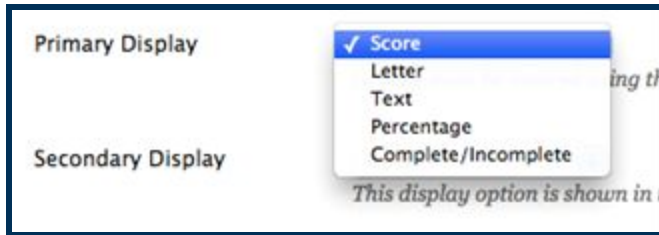
In the Column Information section, give the column a name. Use the Grade Center Name field to change how students will see the column in the My Grades tool.



A screenshot of a form titled "COLUMN INFORMATION". It contains three main sections: "Column Name" with a text input field, "Grade Center Name" with a text input field, and "Description" with a rich text editor. The rich text editor includes a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, list creation, and other editing functions.

### Step 3

Choose the Primary and Secondary displays for the grade. The primary display controls how grades appear in the My Grades tool (students' view), while the secondary display controls how grades appear in the Grade Center (your view) .



Example: Percentage displays as 100%, but Score displays as 100.

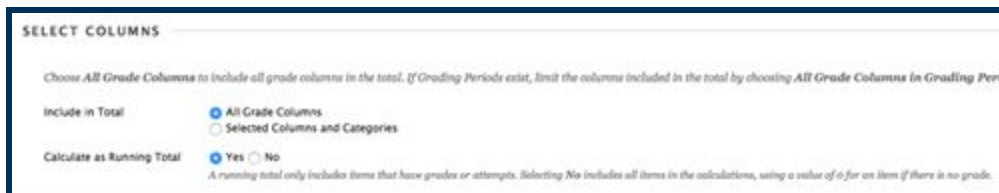
#### Step 4

The date the column was created will automatically populate in the Dates section.



#### Step 5

In the Select Columns section, choose to include “All Grade Columns” in the total or “Selected Columns and Categories” in the total using the radio buttons.



#### Step 6

Click the *Submit* button to finish creating the column.

When the new column is created, it will be added at the end of the Grade Center table.

### Weighted Column

A Weighted Column calculates and displays a grade based on multiple Columns that each contribute varying worth toward the calculation. Instructors usually create a Weighted Grade Column to calculate a student’s final grade in the course.

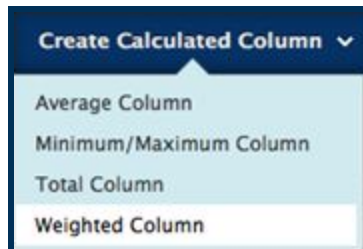
#### Quick Steps

Full Grade Center > Create Calculated Column > Weighted Column > Set Options



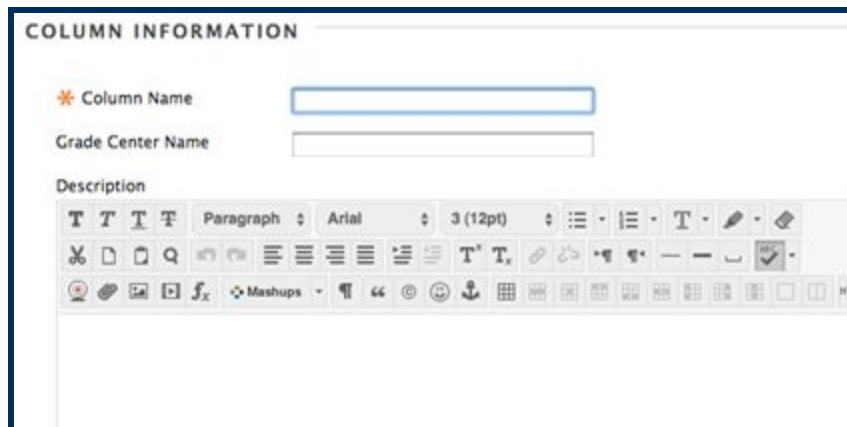
## Step 1

To create a Weighted Column, hover over *Create Calculated Column* on the Action Bar and select the “Weighted Column” option.



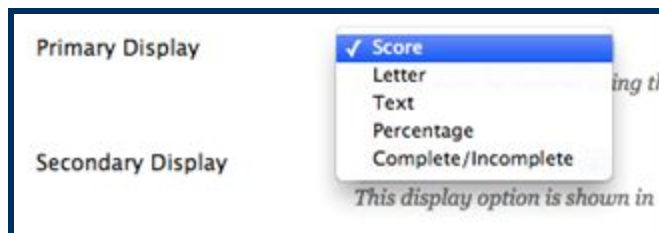
## Step 2

In the Column Information section, give the column a name. Use the Grade Center Name field to change how students will see the column in the My Grades tool.



## Step 3

Choose the Primary and Secondary displays for the grade. The primary display controls how grades appear in the My Grades tool (students' view), while the secondary display controls how grades appear in the Grade Center (your view).



Example: Percentage displays as 100%, but Score displays as 100.

#### Step 4

The date the column was created will automatically populate in the Dates section.



DATES	
Date Created	Apr 7, 2016

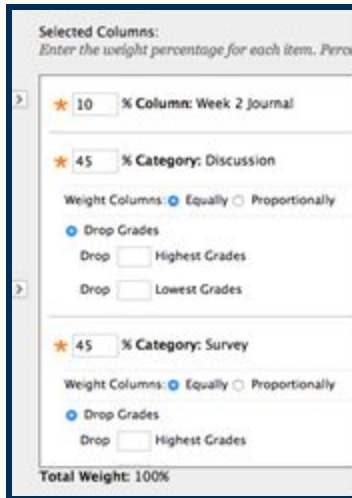
#### Step 5

In the Select Columns section, select the Categories or Columns that will be used for your Weighted Total. Click on the name of the Column in the “Columns to Select” window or the name of the Category in the “Categories to Select” window to move it to the “Selected Columns” or “Selected Categories” windows.



#### Step 6

Once the Columns or Categories are moved to the Selected windows, you will be required to enter the weight of each Column or Category so that the total equals 100 percent.



Selected Columns:  
Enter the weight percentage for each item. Percent

10 % Column: Week 2 Journal

45 % Category: Discussion

Weight Columns:  Equally  Proportionally

Drop Grades

Drop  Highest Grades

Drop  Lowest Grades

45 % Category: Survey

Weight Columns:  Equally  Proportionally

Drop Grades

Drop  Highest Grades

Total Weight: 100%

## Step 7

Additionally, if you select Categories, you have the option to weight columns “equally” or “proportionally.” You can also drop the highest or lowest grades in each Category.



*The Grade Center Calculated Columns you create should reflect your Syllabus so that students understand their grades as they work through the course.*