



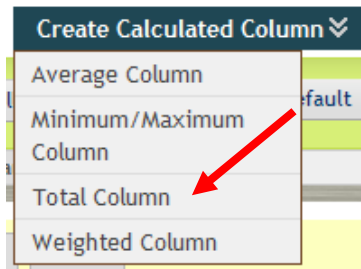
How do I create a total calculated column?

To create a total calculated column,

Go to **Control Panel > Evaluation > Grade Center.**

Select **Create Calculated Column.**

Select **Total Column.**



A new page appears. Key in the Column Name

Select Primary Display

Select Secondary Display (only visible to instructor)

Create 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. Columns with text as the primary display cannot be totaled. [More Help](#)

★ Indicates a required field.

Cancel Submit

1. COLUMN INFORMATION

★ Column Name

Grade Center Display Name

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

Description

Visual Editor: ON

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Select All Grade Columns or Selected Columns and Categories that will be included in the total.
Select Yes or No for Running Total.
Select options.
Click **Submit**.

The screenshot shows a multi-step configuration form. Step 2, 'DATES', shows 'Date Created' as 'Mar 17, 2010'. Step 3, 'SELECT COLUMNS', includes a text instruction: '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 All Grade Columns in Grading Period. To include specific columns or categories in the total, choose Selected Columns and Categories.' Below this are two rows of radio button options: 'Include in Total' with 'All Grade Columns' selected, and 'Calculate as Running Total' with 'Yes' selected. A note explains that 'No' would use a value of 0 for items with no grade. Step 4, 'OPTIONS', has three rows: 'Include this Column in Grade Center Calculations' (Yes selected), 'Show this Column to Students' (Yes selected), and 'Show Statistics (average and median) for this column to Students in My Grades' (No selected). Step 5, 'SUBMIT', contains 'Cancel' and 'Submit' buttons. Red arrows point to the 'All Grade Columns' radio button, the 'Yes' radio button for 'Calculate as Running Total', and the 'Submit' button.

2. DATES

Date Created Mar 17, 2010

3. 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 **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total 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.

4. OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics 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

5. SUBMIT

Cancel Submit