



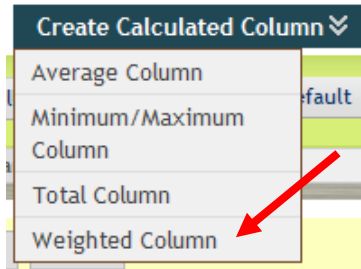
How do I create a weighted calculated column?

To create a weighted calculated column,

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

Select **Create Calculated Column.**

Select **Weighted Column.**



A new page appears. Key in the Column Name

Select Primary Display

Select Secondary Display (only visible to instructor)

Create Weighted Column

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade. [More Help](#)

* Indicates a required field.

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 Columns or Categories that will be included in the calculation. Hold down the CTRL key to select multiple Columns or Categories.
Click the right chevron to move the selections to the right

2. DATES

Date Created Mar 16, 2010

3. SELECT COLUMNS

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

Include in Weighted Grade

Columns to Select:

- Indigenous Religions - Chapter 2 Quiz
- Test 1 (Covers Chapters 1 and 2)
- Hinduism - Chapter 3 Quiz
- Buddhism - Chapter 4 Quiz
- Test 2 (Covers Chapter 3 and 4)
- Jainism and Sikhism - Chapter 5 Quiz
- Daoism and Confucianism - Chapter 6 Quiz
- Test 3 (Covers Chapter 5 and 6)

Column Information

Categories to Select:

- Test
- Discussion
- REL 230-35 Quizzes
- REL 230-35 Tests
- REL 230-35 Essay
- REL 230 Discussion Boards

Category Information REL 230-35 Quizzes:Understanding Religion - Chapter 1 Quiz, Indigenous Religions - Chapter 2 Quiz, Hinduism - Chapter 3 Quiz, Buddhism - Chapter 4 Quiz, Jainism and Sikhism - Chapter 5 Quiz, Daoism and Confucianism - Chapter 6 Quiz, Shinto - Chapter 7 Quiz, Judaism - Chapter 8 Quiz, Christianity - Chapter 9 Quiz, Islam -

Selected Columns:

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

Total Weight: 0 %

Enter a value for each column or category.
Select Yes or No for Running Total.

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

Include in Weighted Grade

Columns to Select:

- Test 5 (Covers Chapters 9 and 10)
- Chapter 11 - Alternative Paths Quiz
- The Modern Search - Chapter 12 Quiz
- Test 6 (Covers Chapter 11 and 12)
- Final Essay
- Introductory Letter
- Reply to Chapter 1 Question
- Read Assignment

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- REL 230 Discussion Boards

Category Information

Selected Columns:

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

- Category: REL 230-35 Quizzes
 - Weight Columns: Equally Proportionally
 - Drop Grades: Drop Highest Grades Lowest Grades Lowest Value to Calculate Highest Value to Calculate
 - OR Use only the Lowest Value to Calculate Highest Value to Calculate
- Category: REL 230-35 Tests
 - Weight Columns: Equally Proportionally
 - Drop Grades: Drop Highest Grades Lowest Grades Lowest Value to Calculate Highest Value to Calculate
 - OR Use only the Lowest Value to Calculate Highest Value to Calculate
- Category: REL 230-35 Essay
 - Weight Columns: Equally Proportionally

Total Weight: 0 %

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.

Select options.
Click **Submit**.

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	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show this Column to Students	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Statistics (average and median) for this column to Students in My Grades	<input type="radio"/> Yes <input checked="" type="radio"/> No

5. SUBMIT

Cancel **Submit**

