Grade Center - Adding Calculated Columns

Calculated Columns can be used to display total points, class averages, weighted scale grades, etc. It is important to note that Calculated Columns differ from Weighted Columns. Refer to the separate Weighting Grades tutorial for further information on setting up a weighted calculated column.

Creating a Total Calculated Column

1. Under the Control Panel menu, expand the Evaluation menu and click Grade Center.

2. After the Grade Center screen appears, hover over the Create Calculated Column button in the Action bar and click on Total Column.

3. In the Create Total Column screen, enter a Column Name and Grade Center Display Name. The Grade Center Display Name appears in the column header in the Grade Center. If no Display Name is entered, the first 15 characters of the Column Name will be displayed.

4. Enter a Description if desired.
5. Select the **Primary Display** type from the drop-down menu. Available choices include Score, Text, Percentage, Letter, or Complete/Incomplete.


7. Under **Select Columns**, select whether to include:

   7.1. **All Grade Columns** (default)  
      -OR-  
   7.2. **Selected Columns and Categories**.

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
     - Yes
     - No

   If **Selected Columns and Categories** is selected, highlight the desired column or category and click the right arrow button. The name will appear under the Selected Columns area. To remove a column or category from the Selected Columns area, click the red ‘x’ button.
8. Under **Calculate as a Running Total**, select **Yes** to include only the columns that have been graded. Select **No** to include all columns. If **No** is selected, all columns that have not been graded will be given a value of zero.

9. Under the **Options** area, decide whether to:

9.1. **Include this Column in Grade Center Calculations.** The default is **Yes**, the column will be available for use in other calculations.

9.2. **Show this Column to Students.** The default is **Yes**.

9.3. **Show Statistics.** The default is **No**, statistics will not appear to students in My Grades. Select **Yes** to display these if desired.

10. Click **Submit** when finished.

**Creating an Average Calculated Column**

1. Access the **Grade Center** by clicking on the link in the expanded **Evaluation** menu of the **Control Panel**.
2. Move the cursor over the **Create Calculated Column** menu in the **Action Bar** of the Grade Center and choose **Average Column**.

![Create Calculated Column](image)

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

3. In the **Create Average Column** screen, enter a **Column Name** and **Grade Center Display Name**. The Grade Center Display Name appears in the column header in the Grade Center. If no Display Name is entered, the first 15 characters of the Column Name will be displayed.

![Create Average Column Screen](image)

**1. Column Information**

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Grade Center Display Name</th>
</tr>
</thead>
</table>

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

4. Enter a **Description** if desired.

![Visual Editor](image)

5. Select the **Primary Display** type from the drop-down menu. Available choices include Score, Text, Percentage, Letter, or Complete/Incomplete.

6. Select a **Secondary Display** (optional). The Secondary Display format appears in parentheses in the Grade Center.

7. Under the **Select Columns** area, select whether to include:

   7.1. **All Grade Columns** (default)
   - OR -
   7.2. **Selected Columns and Categories**.
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

If **Selected Columns and Categories** is selected, highlight the desired column or category and click the right arrow button. The name will appear under the Selected Columns area. To remove a column or category from the Selected Columns area, click the red ‘x’ button.

### Columns to Select:

- Total
- Weighted Total
- SafeAssignment
- Assignment 1
- Exam 1
- Self and Peer Assessment
- Extra Credit
- Testing

### Options:

9. Under **Calculate as a Running Total**, select **Yes** to include only the columns that have been graded. Select **No** to include all columns. If No is selected, all columns that have not been graded will be given a value of zero.

   - **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.

9. Under the **Options** area, decide whether to:

   9.1. **Include this Column in Grade Center Calculations**. The default is Yes, the column will be available for use in other calculations.

   9.2. **Show this Column to Students**. The default is Yes.

   9.3. **Show Statistics**. The default is No, statistics will not appear to students in My Grades. Select **Yes** to display these if desired.
10. Click **Submit** when finished.

### Creating a Minimum/Maximum Calculated Column

1. Access the **Grade Center** by clicking on the link in the expanded **Evaluation** menu of the **Control Panel**.

2. Move the cursor over the **Create Calculated Column** menu in the **Action Bar** of the Grade Center and choose **Minimum/Maximum Column**.

3. In the **Create Minimum/Maximum Column** screen, enter a **Column Name** and **Grade Center Display Name**. The Grade Center Display Name appears in the column header in the Grade Center. If no Display Name is entered, the first 15 characters of the Column Name will be displayed.
4. Enter a **Description** if desired.

5. Select the **Primary Display** type from the drop-down menu. Available choices include Score, Text, Percentage, Letter, or Complete/Incomplete.

6. Select a **Secondary Display** (optional). The Secondary Display format appears in parentheses in the Grade Center.

7. Under the **Select Columns** area, select whether to include:
   
   7.1. **All Grade Columns** (default)

   - **OR** -

   7.2. **Selected Columns and Categories**

If **Selected Columns and Categories** is selected, highlight the desired column or category and click the right arrow button. The name will appear under the Selected Columns area. To remove a column or category from the Selected Columns area, click the red 'x' button.

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**Column Information**

- **Column Name**
- **Grade Center Display Name**
  Displays as the column header in the Grade Center. Cannot exceed 15 characters.
8. Under **Calculate as a Running Total**, select **Yes** to include only the columns that have been graded. Select **No** to include all columns. If No is selected, all columns that have not been graded will be given a value of zero.

```
<table>
<thead>
<tr>
<th>Calculate as Running Total</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

9. Under the **Options** area, decide whether to:

   9.1. **Include this Column in Grade Center Calculations**. The default is Yes, the column will be available for use in other calculations.

   9.2. **Show this Column to Students**. The default is Yes.

   9.3. **Show Statistics**. The default is No, statistics will not appear to students in My Grades. Select **Yes** to display these if desired.

```
<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select <strong>No</strong> for the first option to exclude this Grade Center column from calculations. Select <strong>No</strong> for the second option to hide this column from Students in My Grades. Select <strong>Yes</strong> for the third option to show column statistics to Students in My Grades.</td>
</tr>
<tr>
<td>Include this Column in Grade Center Calculations</td>
</tr>
<tr>
<td>Show this Column to Students</td>
</tr>
<tr>
<td>Show Statistics (average and median) for this column to Students in My Grades</td>
</tr>
</tbody>
</table>
```

10. Click **Submit** when finished.