Grade Center - Weighting Grades

Grade Weighting is accomplished by adding a Weighted (Calculated) Grade Column and selecting other columns or categories to include in the weighted calculation. Multiple weighted grade columns may be created and/or referenced to create new Calculated Columns.

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

2. From the Action Bar at the top of the Grade Center, hover over the Create Calculated Column menu and select Weighted Column from the menu that appears.

3. In the Create Weighted Column window, add a Column Name and Grade Center Display Name. If a Grade Center Display Name is not entered, the first 15 characters of the Column Name will be displayed in the Grade Center.

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

6. Select a **Secondary Display** (optional). The Secondary Display will appear in parentheses in the Grade Center only.

7. If alternate Grading Periods have been created, select which grading period the new weighted column should be associated with.

8. Next, select the items (Columns or Categories) to be included in the weighted column.

8.1. To select specific **columns**, highlight the column and click the arrow to the right of the list to add it to the Select Column side.

8.2. To select specific **categories**, highlight the category and click the arrow to the right of the list to add it to the Select Column side.

**NOTE**: Multiple selections can be made at one time using the Ctrl+click feature if using a PC or Shift+click if using a Mac.

9. After all Columns or Categories have been selected, enter the percentage of weighting to be applied to each selection. (See screen image below.) The percentages must total up to 100%. To remove a selected column from consideration, click the red “x.”
If any Categories were selected, the following additional choices appear:

9.1. Select whether to weigh columns within the category **Equally** or **Proportionally**. Equally applies equal value to all columns within a category. Proportionally applies the appropriate value to a grade item based on its points compared to other columns in the category.

9.2. Decide whether to Drop High or Low grades within the category or Use the Lowest or Highest value in the category.

10. Under **Calculate as a Running Total**, select **Yes** to include only the columns that have been graded. Select **No** to include all items. If No is selected, a grade value of zero will be entered for items without grades).

11. Under the options area, decide whether to:

11.1. **Include Column in the Grade Center Calculations** – Default is Yes, the Column will be available for use in other calculations.

11.2. **Show this Column to Students**. Selecting No will cause the column not to appear in the Student view of Grade Center.

11.3. **Show Statistics (average and median) for this column to Students in My Grades**. The default selection is No. Select **Yes** to display this information if desired.

12. Finally, click **Submit** to finish creating the calculated column.
Frequently Asked Questions

Q1. How many weighted grade columns can I create?

A1. Instructors can create multiple weighted grade columns and may include a weighted grade column within other weighted Grade columns. For example: (Quiz = 20%) + (Homework = 10%) + (Participation = 20%) + (Exam = 50%) = (1st Quarter Grade)

Q2. Am I able to drop the lowest grade?

A1. Yes. For complete steps, refer to the Dropping Lowest Grade tutorial.