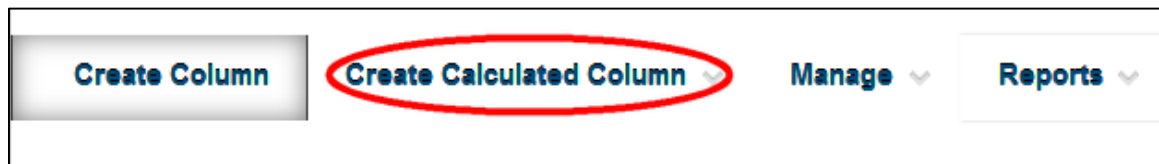


Adding a Weighted Column to the Grade Center

Adding a Weighted Column:

Weighting means you are going place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board posts or quizzes.

1. Click on the Grade Center under your Control Panel
2. Click on Full Grade Center
3. From the tabs across the top, select Create Calculated Column



4. Select Weighted Column
5. Follow the steps below to create the column

* Indicates a required field.

COLUMN INFORMATION

* Column Name 1 Type in a Column Name

Grade Center Name
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Primary Display 2 Choose how you want to display the grade, either percentage, score, test, letter or complete/incomplete
Calculated grades display in this format. By Grades.

Secondary Display

Select Columns or categories to weight. Selecting **Categories** allows you to drop the lowest score(s) and/or highest score(s). Keep in mind whatever combination you choose the total weighting normally equals 100% even though it is not mandatory to do so.

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:

- Weighted Total
- Total
- Quiz units 1-3
- Midterm
- Unit 1
- Unit 2
- Unit 3

Column Information

Categories to Select:

- SafeAssignment
- SafeAssignment
- SafeAssignment
- SafeAssignment
- SafeAssignment
- SafeAssignment
- SafeAssignment

Category Information

Selected Columns:

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

- 20 % Column: Quiz units 1-3
- 50 % Column: Unit 2
- 30 % Category: Discussion

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Lowest Value to

Grades Drop Lowest Highest

Grades

Total Weight: 100%

1 Select the grade columns you want to weight

2 Or select the categories you want to weight

3 Click on the right-arrow to move your selected items to the right

4 Type the percent you want to weight the category or column

5 Choose whether you want to drop the lowest or highest grade. Dropping scores are only available when weighting categories

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

Choosing **Include this column in Grade Center Calculations** will show as part of the aggregate score, **Show this to Column to Students** will allow students to see it in their My Grades, and **Show Statistics (average and median)** for this column to Students in My Grades will show all students statistical data for the grade column

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit