

How can I use a weighted column to calculate the final course grade?

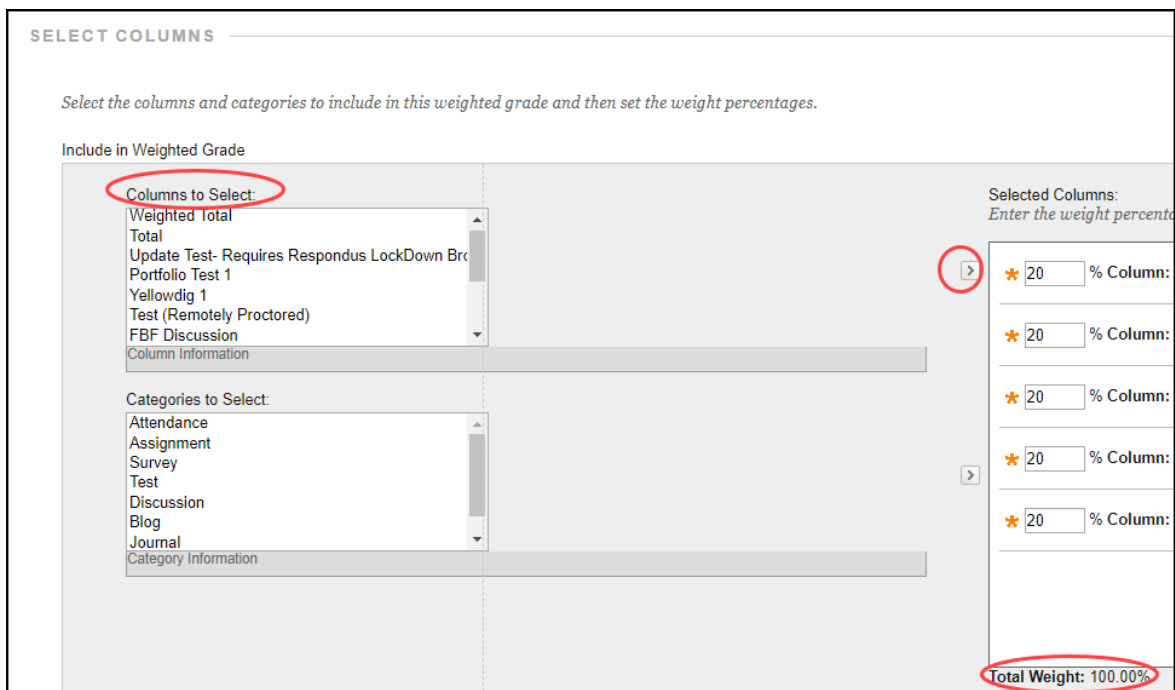
A weighted total is a calculated column. It calculates a final grade by assigning weights to a student's various assessment grades. This is done to give more or less importance to particular assessments when calculating a final grade. Weights can be assigned to individual columns, or they can be assigned to categories of columns. Items that fall into a category can be weighted equally or proportionally.

To Create a Weighted Column:

- Go to the Full Grade Center in your course.
- Hover over Create Calculated Column.
- Select Weighted Column.
- Name the Column.
- Select a Primary Display.

Select Columns:

In the select column section, you have the option to select individual columns or to select categories.



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
- Update Test- Requires Respondus LockDown Browser
- Portfolio Test 1
- Yellowdig 1
- Test (Remotely Proctored)
- FBF Discussion
- Column Information

Categories to Select:

- Attendance
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Category Information

Selected Columns:
Enter the weight percentages

- * 20 % Column:
- * 20 % Column:
- * 20 % Column:
- * 20 % Column:
- * 20 % Column:

Total Weight: 100.00%

Weighted Column Using Columns

- In the Columns to Select box, click a column title to select it. To select multiple columns in a row, hold down Shift and click. To select multiple columns out of sequence, hold down the Control Key and click the columns.
- Click the right-pointing arrow to move the columns into the Selected Columns box.
- In the Selected Columns box, enter the weight percentage for each item in the text boxes.
- The Total Weight should be 100%.

Calculate as Running Total Yes No
A running total only includes items that have grades or at

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Sel

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

*Click **Submit** to proceed.*

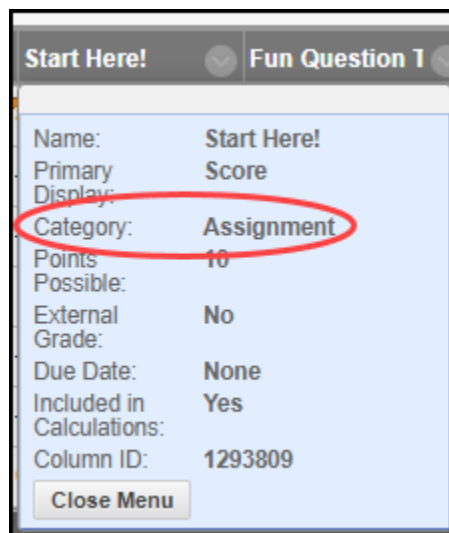
- Select the radio button next to Calculate as a Running Total, if desired. Running totals will not include any cells that do not contain a grade.
- You can include a calculated column when creating another calculated column. For example, if you have created a column that weighs assignment grades, you can include this column when creating a final grade column.

- Select if you want this column to be available to the students.
- Submit. Weighted Column Using Categories

By using the category option to weigh your grades, you can group related columns together. Make sure that all of your grade center items are in a category.

How to check the Full Grade Center column categories:

- Select the drop down for the column you want to check.
- Quick Column Information.



If your columns are not in a category you:

- Select the drop-down for the column.
- Edit Column Information.
- Assign or change the category.

You can also add categories or change category names by going to Manage > Categories.

Formatting the Weighted Column Using Categories:

- In the Categories to Select box, click a column title to select it. To select multiple columns in a row, hold down Shift and click. To select multiple columns out of sequence, hold down the Control Key and click the columns.
- Click the right-pointing arrow to move the columns into the Selected Columns box. Assign a percentage the category is worth. Your Total Weight should equal 100%.
- Select if the category is Equally or Proportionally:

- Equally** – If all the assignments, tests, etc. are worth the same amount, you will select equally. For example, if all the assignments are worth 100 points.
- Proportionally** – If the assignments, tests, etc. are worth different amounts, you will select proportionally. For example, if you have 4 assignments and they are worth 100, 90, 95, and 80 points.
- You have the option to drop highest grades or lowest grades. Enter the number you want to drop.

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

* 20 % Category: Assignment ✕

Weight Columns: Equally Proportionally B

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate C

* 30 % Category: Test ✕

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

* 25 % Category: Discussion ✕

Total Weight: 100.00%

Calculate as Running Total Yes No
A running total only includes items that have grades or at

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Sel

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

*Click **Submit** to proceed.*



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- Select the radio button next to Calculate as a Running Total, if desired. Running totals will not include any cells that do not contain a grade.
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 - Select if you want this column to be available to the students.
 - Submit.