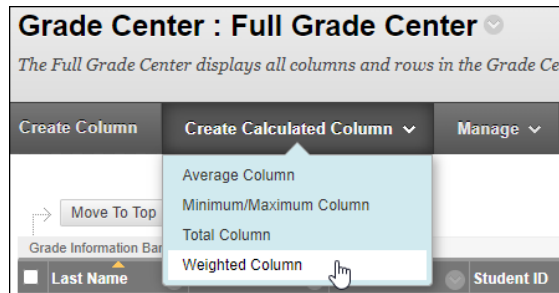# Grade Center: Weighted Column

A Weighted Total column is a type of calculated column that calculates the final grade by assigning weight percentages to students' various assessment grades. Assigning weight percentages gives more or less importance to particular assessments when calculating the final grade. Weights can be assigned to individual columns, or they can be assigned to categories of columns. Categories can be weighted equally or proportionally.

Create a Weighted Column

1. In the course Control Panel, click **Grade Center** and select **Full Grade Center**.
2. Click the **Create Calculated Column** pulldown menu and select **Weighted Column**.

3. Enter the **Column Name**, then select the **Primary Display** from the pulldown menu.

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4. In the Select Columns section, you have the option to select individual columns or categories. To select individual columns, refer to the next section **Weighted Column Using Grade Center Columns**. To select categories, refer to the **Weighted Column Using Grade Center Categories** section starting on page 3.
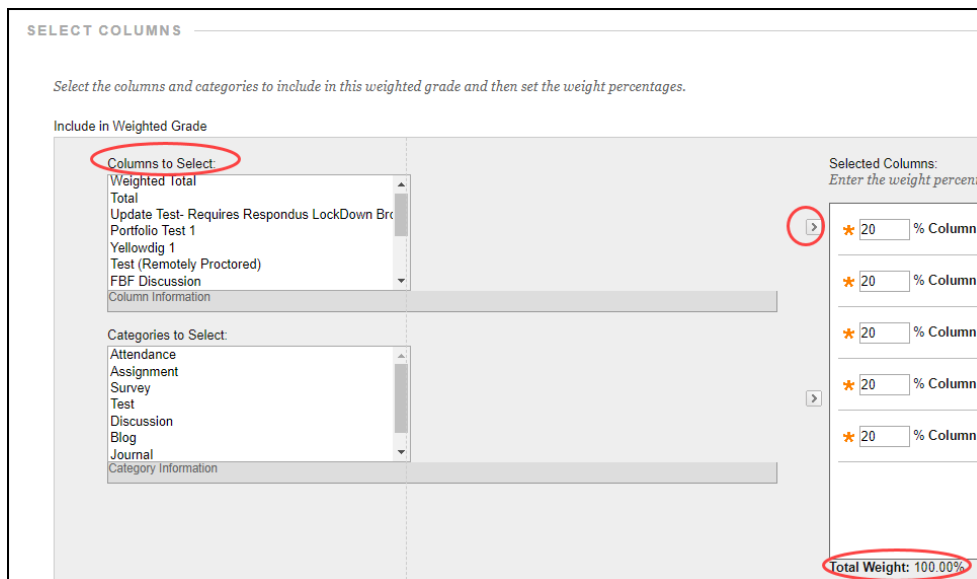
Weighted Column Using Grade Center Columns

1. In the **Columns to Select** box, select the Grade Center columns you want to include in the Weighted column, then click the upper right-pointing arrow to move the columns to the **Selected Columns** box.

    NOTE To select multiple columns in a row, click the **Shift** key and select the columns. To select multiple columns out of sequence, click the **Control** key and select the columns.

    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 weighted grade column.

2. In the Selected Columns box, enter the **weight percentage** in the textbox for each item.

    IMPORTANT The **Total Weight** should equal **100%**.

3. Select the **Yes** radio button next to **Calculate as Running Total** if you don't want to include Grade Center cells that don't contain a grade.

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4. Under Options, select **Yes** to include this column in Grade Center calculations.
5. Select **Yes** to show the column to students.


6. Click **Submit**.

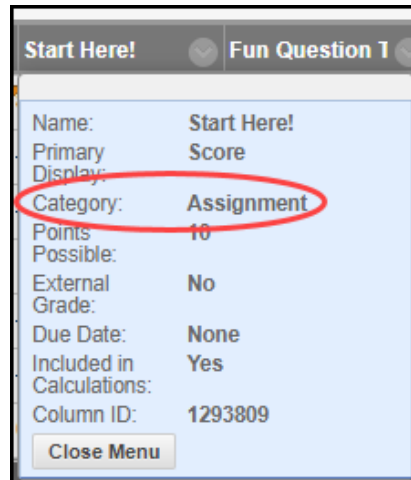## Weighted Column Using Grade Center Categories

Using the category option to weigh your grades allows you to group related columns together. Make sure that all your Grade Center items are in a category. To verify Grade Center items are in a category, refer to the next section **Verify Full Grade Center Column Categories**.

Verify Full Grade Center Column Categories

1. In the Full Grade Center, click the chevron next to the Title of the column you want to verify is in a category and select **Quick Column Information**.

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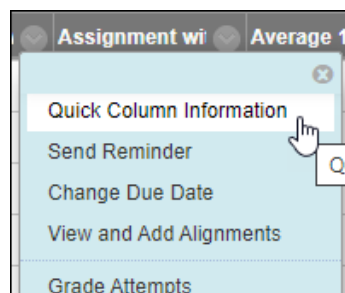
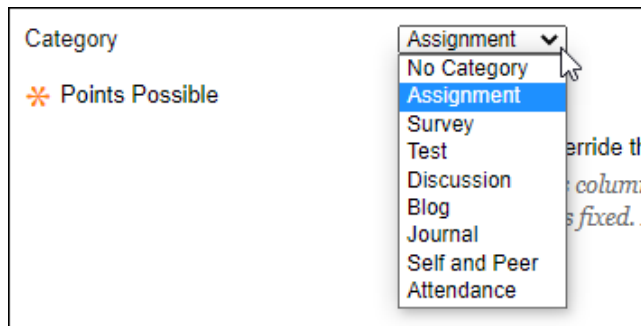2. Verify that a **Category Name** appears next to Category.

3. To add columns to a category, refer to the next section **Add Columns to a Category**. To create a weighted column using categories, refer to the **Create Weighted Column Using Categories** section on page 5.

Add Columns to a Category

1. Click the chevron next to the Title of the column you want to assign to a category and select **Edit Column Information**.

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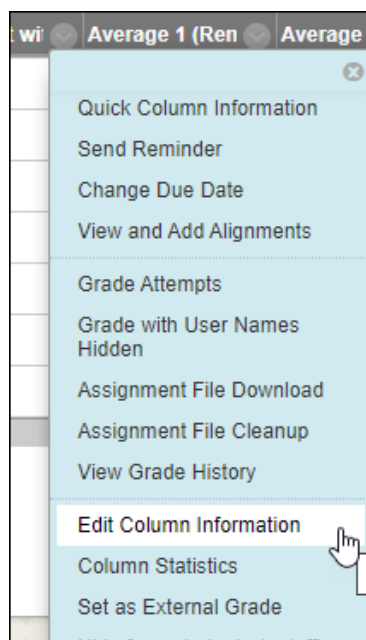
2. Click the **Category** pulldown menu and select the desired category to assign or change.

> **NOTE** To add a category or change a category name, click the **Manage** pulldown menu and select **Categories**. You can only change the name of a category you added/created.

3. Click **Submit**.

Create Weighted Column Using Categories

1. Weighted Column **is** created – click the chevron next to the column Title and select **Edit Column Information**.

   Weighted Column is **not** created – refer to the section **Create a Weighted Column** on page 1.

2. In the **Categories to Select** box, select the Grade Center categories you want to include in the Weighted column, then click the lower right-pointing arrow to move the categories to the **Selected Columns** box.

   > **NOTE** To select multiple categories in a row, click the **Shift** key and select the categories. To select multiple categories out of sequence, click the **Control** key and select the categories.

3. In the Selected Columns box, enter the **weight percentage** in the textbox for each item.

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IMPORTANT   The **Total Weight** should equal **100%**.

4. Select **Equally** or **Proportionally** for each category:

- Equally – If the assignments, tests, etc., are worth the same amount, select **Equally**. For example, all the assignments are worth 100 points.

- Proportionally – If the assignments, tests, etc., are worth different amounts, select **Proportionally**. For example, if you have four assignments and they are worth 100, 90, 95, and 80 points.

5. *Optional*: Enter the number of grades to drop in the **Drop** textbox if you want to drop the highest or lowest grade(s).

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6. Select the **Yes** radio button next to **Calculate as Running Total** if you don't want to include Grade Center cells that don't contain a grade.

7. Under Options, select **Yes** to include this column in Grade Center calculations.

8. Select **Yes** to show the column to students.

9. Click **Submit**.

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