Create a Weighted Grade Column

Weighting grades is done by adding a weighted grade column. You can select some or all of the other columns to include in the weighting calculation.

All new courses come with a weighted grade column. This does not limit you to one weighted grade column. You can create several weighted grade columns and use them in other calculated columns (like another weighted grade column).

Click the Add Calculated Column button and then click Weighted.

1. Column Information

   a. Column Name: (* a required field) 15 characters or less
   b. Grade Center Display Name: if you choose to have a different name than what you called it in step a
   c. Description: Describe the purpose of this column.
   d. Primary Display: How the grade will appear in the column: Score, Text, Percentage, Letter, Complete/Incomplete
e. **Secondary Display:** You can also have the grade show in the column as a Score, Text, Percentage, Letter, or Complete/Incomplete. This grade will show within parenthesis next to the Primary grade.

2. **Dates** Simply shows the date that the column was created.

3. **Select Columns**
   
a. **Columns to Select:** Click a column to highlight it and then click the little black arrow to move it over to the right. Here I selected two different assignments and weighted one as 25% and the other as 75%. As the directions state the percentages should add up to 100%. Use the red/white ‘X’ button, shown above in the box, to delete a column.

   ![Select Columns Diagram](image)

   b. **Categories to Select:** Click a category from one that is listed to select it and then click the little black arrow within the circle to move it over to the right. Assign a percentage to the category. If you are using more than one category they should add up to 100%. You can also choose to drop the highest or lowest grade in the category or you can accept just the highest or lowest grade from the category. For example if you have 4 tests that you categorized as Exams then this column would contain just the highest or lowest grade from those four tests.
c. **Calculate as running total:** A running total only includes items that have grades or attempts. Selecting No for this option includes all items in the calculations, using a value of 0 for the item if there is no grade. For example, if there are 4 exams and one was not completed then by choosing yes the uncompleted exam would not be averaged into the weight. If you were to choose no then the uncompleted exam would be averaged into the weight as a zero.

4. **Options**

- **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
a. **Include this column in Grade Center calculations:** For example if you have a Grand Total column that totals all columns do you want this new one to be totaled into that.

b. **Show this column in My Grades:** Do you want the student to see this in their My Grades?

c. **Show Statistics (average and median) for this column in My Grades:** Do you want the student to see the average and median score of this column?

5. **Submit**

a. **Click Submit to complete the column.**