Step by Step: Creating a Calculated Average Column

The Grade Center lets you create 4 different types of calculated columns: 1) average 2) minimum/maximum 3) total and 4) weighted. This document addresses creating an average column.

1. Go to the Control Panel and click Grade Center.

2. Click Full Grade Center.

3. On the Grade Center: Full Grade Center page point to the Create Calculated Column button and click Average Column from the drop down menu.
Step by Step: Creating a Calculated Average Column

4. Under the Column Information Section:
   a. In the Column Name box, type a name for your column.
   b. Type a Grade Center Display Name if desired.
   c. In the Description text area, type a description for your column.
   d. In the Primary Display drop-down menu, select the way to display the grades in the column. (This format will appear in the Grade Center and in the student’s My Grades area.)
   e. In the Secondary Display drop-down menu, select the way to display the grades in the column for your Grade Center view only. (This will display in parenthesis next to the primary display.)

5. Under the Select Columns section: if you do not want to include all the columns then select the Selected Columns and Categories option.
Step by Step: Creating a Calculated Average Column

6. In the expansion of the Selected Columns and Categories option you have three ways to add columns:

   a. One column at a time: In the Columns to Select box, click the column name and click the arrow button to move it over to the Selected Columns box. Repeat as needed.

   b. Many columns together: In the Columns to Select box, hold down the Ctrl key on the keyboard while you click all the column names you want to include. Click the arrow button to move them all over to the Selected Columns box.

   c. By Categories: In the Categories to Select box, click the name of the category you want to include (can select multiple like b. above). Click the arrow button to move it/them over to the Selected Columns box.
Step by Step: Creating a Calculated Average Column

1. In the **Selected Columns** box, the category(ies) you selected will appear with more options. You can have the columns measured equally or proportionally.

2. To delete a column from the **Selected Columns** box, click the red “x”.

7. If you want the column to keep a running total that only includes items that have grades or attempts, then select **Yes** next to **Calculate as Running Total**. (If you want it to calculate all the columns, using a 0 for empty columns, select **No**.)

8. Under the **Options** section, you can keep the defaults as shown or change them.

9. Click the **Submit** button and your column will appear to the far right of the grade center.