Step by Step: Creating a Calculated Min/Max Column

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

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 Minimum/Maximum Column from the drop down menu.
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4. In the **Column Name** box, type a name for your column.
   a. Type a **Grade Center Display Name** if desired.
   b. In the **Description** text area, type a description for your column.
   c. In the **Primary Display** drop-down menu, select the way to display items in the column. (This format will appear in the Grade Center and in the student’s My Grades area.)
   d. In the **Secondary Display** drop-down menu, select the way to display the items 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, select your **Calculation Type**.

6. In the **Include in Minimum/Maximum** options, if you do not want to include all the columns, choose **Selected Columns and Categories**.
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7. 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.
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i. In the **Selected Columns** box, the category(ies) you selected will be listed.

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

8. If you want the Min/Max 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**.)

9. Under the options section, you can keep the defaults as shown or change them.

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