Step by Step: Creating a Calculated Total 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 a total 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 Total Column from the drop down menu.
Step by Step: Creating a Calculated Total 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 Total 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.

   ![Image of columns selection](image1)

   ![Image of columns selection](image2)

   ![Image of columns selection](image3)

   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.

   ![Image of columns selection](image4)

   ![Image of columns selection](image5)

   ![Image of columns selection](image6)

   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.

   ![Image of categories selection](image7)

   ![Image of categories selection](image8)

   ![Image of categories selection](image9)
Step by Step: Creating a Calculated Total Column

i. In the **Selected Columns** box, the category(ies) you selected will appear with more options. Select if you want to drop a certain grade or use only a certain grade.

ii. 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.

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