Step by Step: **Creating a Calculated Weighted 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 **Weighted Column** from the drop down menu.
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.)
Step by Step: Creating a Calculated Weighted Column

5. Under the **Selected Columns** section you have three ways to add columns to **Include in Weighted Grade** section:

   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 Weighted Column

6. Type a percentage for each selection. The percentages of all columns added together must equal 100 percent. After assigning the last percentage, click anywhere in the box to update the percentage below the Selected Columns box in the Total Weight field.

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

8. 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.
Step by Step:  Creating a Calculated Weighted Column

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.