Step by Step: **Creating Running Weighted Grade Totals**

Instructors frequently assign weights to categories of course activities, such as:
- Quizzes are worth 20% of total course grade
- Exams are worth 25% of total course grade
- Paper or presentation is worth 5% of total course grade
- Final Exam is worth 25% of total course grade

By creating Grade Center columns to show running category totals and the overall running course total, instructors can help students keep track of their course performance as they complete the activities. As an instructor adds an activity, the running total updates to reflect the new score.

Below are Instructor (Grade Center) and Student (My Grades link) views.

**Instructor View:**

<table>
<thead>
<tr>
<th>Quiz Category (20%)</th>
<th>Exam Category (25%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>L1 Quiz (10)</td>
<td>L2 Quiz (10)</td>
</tr>
<tr>
<td>5.00 (90.00%)</td>
<td>8.00 (90.00%)</td>
</tr>
<tr>
<td>Quiz Running Total</td>
<td>Exam Running Total</td>
</tr>
<tr>
<td>65.00%</td>
<td>90.00%</td>
</tr>
</tbody>
</table>

**Student View:**

<table>
<thead>
<tr>
<th>My Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 Quiz (10)</td>
</tr>
<tr>
<td>L2 Quiz (10)</td>
</tr>
<tr>
<td>Quiz Running Total</td>
</tr>
</tbody>
</table>
Getting Started Tip: Hide unneeded columns in the Grade Center by first clicking the column’s action link and selecting **Hide to Users** (hides it from student’s My Grades link). Then hide columns in the instructor’s Grade Center view (Manage>Column Organization). Only graded activities that have been added (deployed) on a content area will display in the Grade Center.

The instructions below provide details on the 4 basic steps to setting up your Grade Center calculated columns:
1. Set up categories for each weighted group of graded activities.
2. Attach each test/activity as it is created to its weighted group category.
3. Set up a Running Weighted Course Total that pulls totals from the categories.
4. Optional: Set up Running Category Totals.

1. **Set up categories for each weighted group:**
   a. In the **Full Grade Center**, click the **Manage** button and click **Categories**.
   b. On the **Categories** page, click the **Create Category** button.

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**Steps for setting up categories**

1. **Step 1**: In the **Full Grade Center**, click the **Manage** button and select **Categories**.
2. **Step 2**: On the **Categories** page, click the **Create Category** button.

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c. On the **Create/Edit Category** page, name the category and add a description.

![Edit Category]

- **Name:** Quizzes 20%
- **Description:** The 10 quizzes together represent 20% of the total grade.

- **Submit**

Repeat Step 1 for each weighted category group.

2. Add each graded activity to a category group as it is deployed.
   a. On the graded activity’s column, click the action link and select **Edit Column Information**.

   ![Edit Column Information]

   **Name** the Grade Center Display. The example has the total number of points in parentheses for easy reference. However, when you roll your mouse over the column title, the points will also display.

   ![Column Information]

   **Possible:** 10 | Quizzes 20% | L1 Quiz (10)
   
   **L1 Quiz (10)** ✔️ 
   **L2 Quiz (10)**
   
   **Possibility:** 9.00 (90.00%) **L1 Quiz (10)** - 0.00%
3. Create a Running Weighted Course Total column:

a. On the Full Grade Center page, click the Create Calculated Column and select Weighted Column.
b. On the **Edit Weighted Column** page, name the **Grade Center Display**.

![Image of Edit Weighted Column](image)

![Image of Select Columns](image)

c. (Optional) Add a description of what the running weighted total calculates.

d. Select the **Primary and Secondary Display**. The example shows the Percentage and the Letter grade selected. You might want to set it only to show Score/Points as percentages can be misleading in running totals.

e. In **3. Select Columns (bottom box)**, select the **categories** of graded activities that make up the total of 100%. Click on the category to select it, then click the right arrow to move it to the Selected Columns box.
f. Set the percentages of each category so they add up to 100%.

g. Select to weigh columns within the Category Equally or Proportionally: Equally applies equal value to all Columns within a Category; Proportionally applies the appropriate value to a Grade item based on its points compared to other columns in the Category. (If your column does not calculate accurately, check this setting. proportionally.)

h. Set Calculate as Running Total to Yes. As new graded activities are completed, the total updates.
i. In 4. Options, select Yes to Include this Column in Grade Center Calculations.

j. Select Yes to show this total to students in their My Grades link.

k. Click the Submit button.

4. (Optional) Set up a Running Weighted Category total for each category. The example shows a running category total for the Quizzes which together make up 20% of the overall course total.

Follow the same steps for setting up the Running Weighted Total in Step 3. When you select the category on the Edit Column Information page, set the percentage to 100%.