

Create Formula for Calculated Column

Directions

1. From the **Teach** tab
2. Select **Grade Book** from **Instructor Tools**
3. Click on the **Action Link Icon** for the column that you want to create a formula
4. Select **Edit Column Formula**
5. Use the built in functions to create your formula. An example is available on the right hand side of the page.
6. Click **Save**

Diagram

The diagram illustrates the process of creating a formula for a calculated column. It shows the following steps:

1. The **Teach** tab is selected in the top navigation bar.
2. The **Grade Book** option is selected from the **Instructor Tools** menu.
3. The **Action Link Icon** (three horizontal lines) is clicked for the **Test 1** column, which is identified as a **Calculated** column.
4. The **Edit Column Formula** option is selected from the context menu.
5. The **Edit Formula for: Test 1** dialog box is shown. It contains a list of built-in functions (SUM, MIN, MAX, AVG, Enter Another Value, End Function), a list of columns to add to the formula (Final, Midterm, test, experiment), and a numeric keypad. The **Save** button is highlighted at the bottom.