WebCT 4.0: Calculated Columns

Add a Calculated Column

Choose Control Panel

Choose Manage Course

Click-on Manage Students

Under Actions, Organize select Manage Columns

Choose Go
Choose **Add column**

**Label:** Enter column name

**Type:** Select

Calculated

Choose **Add**

The column is added at the end of the table by default.

Click-on **Manage Students** in the breadcrumbs

Scroll to the end of the table, click-on **Formula**
Enter the formula to be used using the number pad, function drop-down menu and the column drop-down menu of graded items.

When the formula is complete, choose Update.

The formula results are reflected in the calculated column.