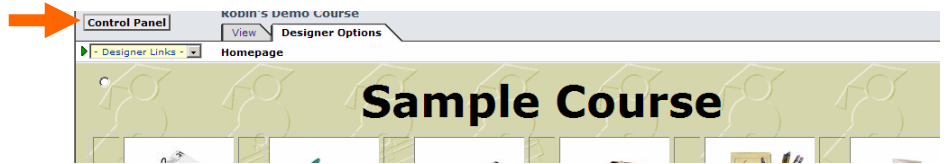


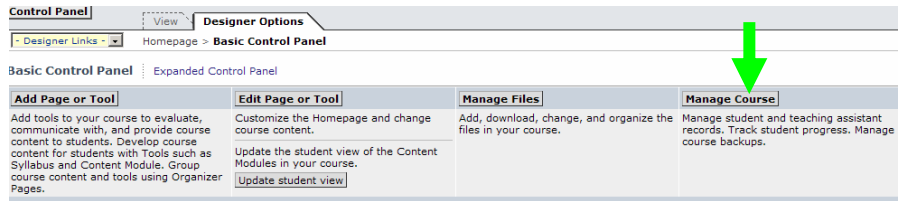
# WebCT 4.0: Calculated Columns

## Add a Calculated Column

Choose **Control Panel** →



Choose **Manage Course** →

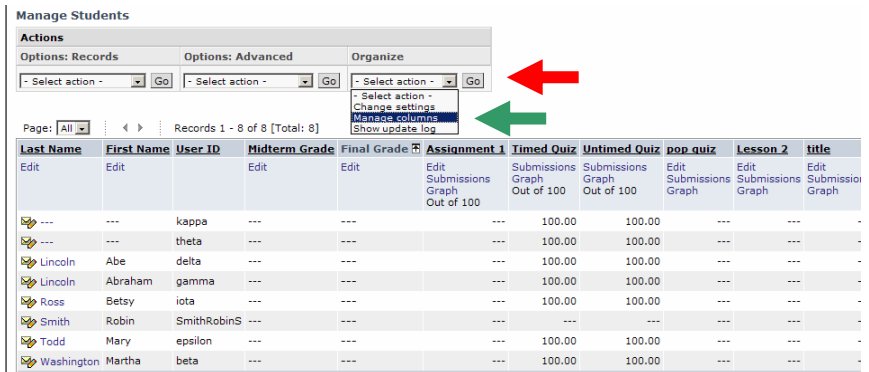


Click-on [Manage Students](#) →



Under Actions, Organize select **Manage Columns** →

Choose **Go** →



Choose  →

**Label:** Enter column name →

**Type:** Select Calculated →

Choose  →

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](#) →

**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

**Options**

Change column label:

Align column:

Hide columns:

Release columns:

Show statistics:

Show decimals:

Allow self-registration:

**Organize**

Delete columns

Convert column type

Setup column

Move item left:

Move item right:

**Control Panel** View **Designer Options**

Homepage > Expanded Control Panel > Manage Course > Manage Students > M

**Add Column**

Label:

Type:

**Designer Options**

Homepage > Expanded Control Panel > Manage Course > Manage Students > **Manage Columns**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesson 12	Vitamin Table	Extra Credit	Settings 1	Settings 2	Settings 3	Assignment 2	Final Project
E	E	E	Q	Q	Q	E	C
Right	Right	Right	Right	Right	Right	Right	Right
No	No	No	No	No	No	No	No
No	No	No	Yes	No	Yes	Yes	No
None	None	None	None	None	None	None	None
2	2	2	2	2	2	2	2
...	...	...	...	...	...	...	...

**Organize**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Go to Taco Bell	Lesson 12	Vitamin Table	Extra Credit	Settings 1	Settings 2	Settings 3	Assignment 2	Final Project
Edit Submissions Graph Out of 10	Edit Submissions Graph	Edit Submissions Graph	Edit Submissions Graph	Submissions Graph Out of 100	Submissions Graph Out of 100	Submissions Graph Out of 100	Edit Submissions Graph Out of 100	Formula Graph Out of ...
...	...	...	...	...	...	...	...	...
...	...	...	...	20.00	...	...	...	...
...	...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...	...
...	...	...	...	0.00	...	0.00	...	...

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. →

The screenshot shows the 'Calculation Editor: Final Project' window. The formula field contains:  $SUM([Assignment 1],[Lesson 2])/200*0.30+SUM([Untimed Quiz],[Timed Quiz])/200*0.70*100$ . Below the formula field is a numeric keypad with buttons for digits 0-9, a decimal point, and a plus sign. To the right of the keypad are buttons for parentheses, division, and a 'CE' (Clear Entry) button. Further right, there is a 'Column:' dropdown menu set to 'Assignment 1' and an 'Insert' button. Below that is a 'Function:' dropdown menu set to 'maximum', and three buttons: 'Start list', 'Next item', and 'End list'. At the bottom of the editor are 'Update' and 'Cancel' buttons. A blue arrow points to the formula field, and a green arrow points to the 'Update' button.

The screenshot shows the 'Manage Students' table. The table has columns for 'Taco Bell', 'Lesson 12', 'Vitamin Table', 'Extra Credit', 'Settings 1', 'Settings 2', 'Settings 3', 'Assignment 2', and 'Final Project'. The 'Final Project' column is highlighted with an orange arrow. The table contains several rows of data, with the 'Final Project' column showing values like 70.28, 70.24, 70.00, 70.00, 70.00, 0.00, 70.00, and 70.00.

Taco Bell	Lesson 12	Vitamin Table	Extra Credit	Settings 1	Settings 2	Settings 3	Assignment 2	Final Project
Submissions Out of 10	Edit Submissions Graph	Edit Submissions Graph	Edit Submissions Graph	Submissions Graph Out of 100	Submissions Graph Out of 100	Submissions Graph Out of 100	Edit Submissions Graph Out of 100	Formula Graph Out of 70.30
---	---	---	---	---	---	---	---	70.28
---	---	---	---	---	---	---	---	70.24
---	---	---	---	---	---	---	---	70.00
---	---	---	---	20.00	---	---	---	70.00
---	---	---	---	---	---	---	---	70.00
---	---	---	---	---	---	---	---	0.00
---	---	---	---	0.00	---	0.00	---	70.00
---	---	---	---	---	---	---	---	70.00