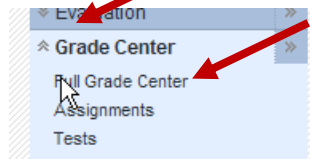


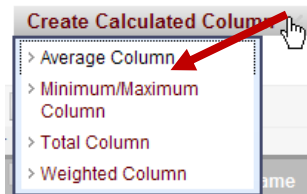
Point based Percentage taken of Categories; each category percentage is then averaged

This automatically calculates a percentage based on points in each category. It then gives each category equal weight in the average. Each category percent is averaged.

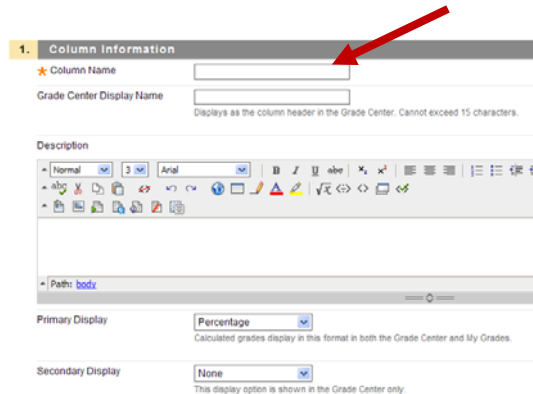
1. Click down on Grade Center and click <Full Grade Center>



2. Click <Create Calculated Column> and click <Average Column>



3. Name the column.



4. Click <Selected Columns and Categories>
5. Click a **Category** you wish to average and use the shift or control and click to highlight the other columns you wish to select.
6. Click the right arrow.



Point based Percentage taken of Categories; each category percentage is then averaged

3. Select Columns

Choose All Grade Columns to include all grade columns in the average. If Grading Periods exist, limit the Grading Period. To include specific columns or categories in the average, choose Selected Columns and

Include in Average All Grade Columns Selected Columns and Categories

Columns to Select: Weighted Total, Total, Weighted Total, Total, Do the chapter test for Chapter 1, Chapter 2 test, Chapter 1 and 2, weighted column mine

Categories to Select: Assignment, Survey, Test, Discussion, Blog, Journal

7. Click <Proportionally>.

Selected Columns: Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Grades Lowest Value to Calculate
Drop Lowest Grades Highest Value to Calculate

Category: Discussion
Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Grades Lowest Value to Calculate
Drop Lowest Grades Highest Value to Calculate

Category: Assignment
Weight Columns: Equally Proportionally

Drop Grades OR Use only the

8. Select the options and click<Submit>.

4. Options

Select No for the first option to exclude this Grade Center Column from calculations for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Calculate as Running Total Yes No
A running total only includes items that have grades or a grade.

Cancel Submit

