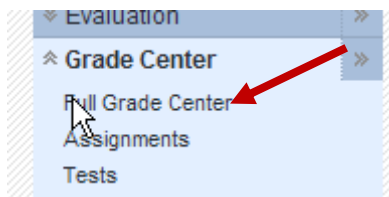


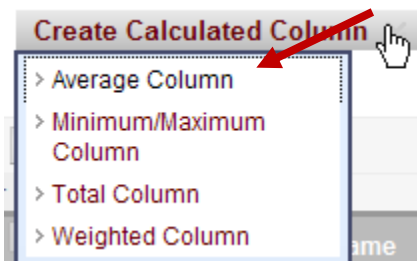
Straight Grade Average

This will average the percents of all the columns selected. It will use a percent like 30 points out of 40 is 75% and 9 points out of 10 is 90%. It will average 75% and 90% and they are weighted equally.

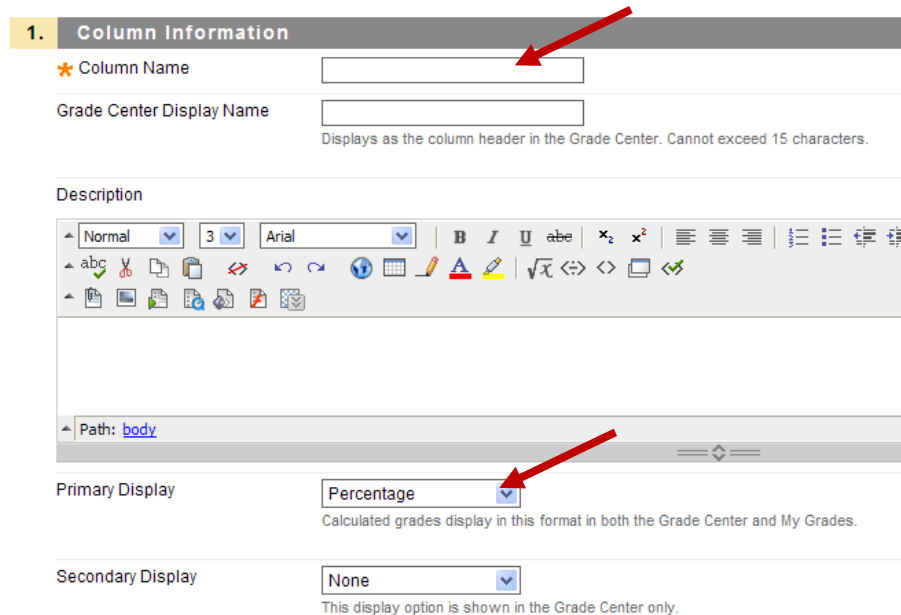
1. Click down on Grade Center and click <Full Grade Center>



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



3. Name the column.

A screenshot of the 'Column Information' form. The form has a title bar '1. Column Information'. Below the title bar are several fields:

- 'Column Name' with a red arrow pointing to the text input field.
- 'Grade Center Display Name' with a text input field and a note: 'Displays as the column header in the Grade Center. Cannot exceed 15 characters.'
- 'Description' with a rich text editor containing a toolbar with various icons.
- 'Primary Display' with a dropdown menu set to 'Percentage' and a red arrow pointing to it. A note below says: 'Calculated grades display in this format in both the Grade Center and My Grades.'
- 'Secondary Display' with a dropdown menu set to 'None' and a note: 'This display option is shown in the Grade Center only.'

4. Click <Selected Columns and Categories>



Straight Grade Average

- Click a column you wish to use and use the shift or control and click to highlight the other columns you wish to select.
- Click the right arrow.

3. Select Columns

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

Include in Average All Grade Columns Selected Columns and Categories

Columns to Select:

- weighted column mine
- assignment 1
- Test 1 Discussion
- Chapter 1 and 2
- score 1
- score 2
- checking ave
- trial

Column Information

Chapter 1 and 2: Category:Test/ Points Possible:100
score 1: Category:Test/ Points Possible:40
score 2: Category:Assignment/ Points Possible:50

Categories to Select:

- Assignment
- Survey

Selected Columns: >

- 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 for 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

