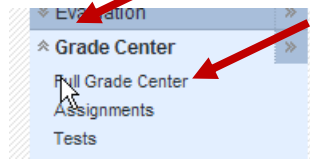


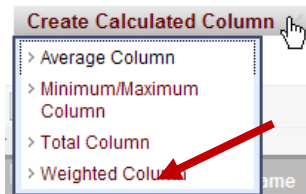
Point based Percentage taken of Categories; each category percentage is then weighted

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.

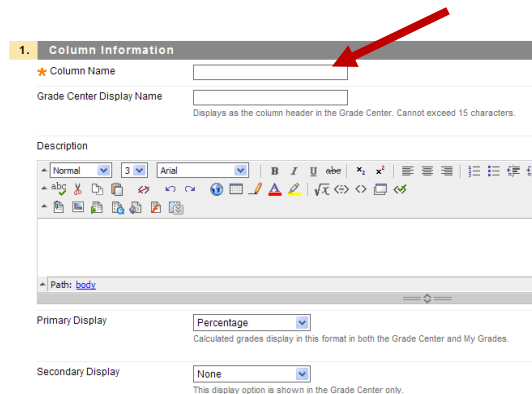
1. Click down on Grade Center and click <Full Grade Center>



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



3. Name the column.



4. Click <Selected Columns and Categories>
5. Click a **Category** you wish to weight 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 weighted

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 Categories.

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

Selected Columns:

7. Key in weight amount for each category and click <Proportionally>.

Selected Columns:

Enter the weight percentage for each item. Percentages should total 100%.

* 10 % Category: Homework

Weight Columns: Equally Proportionally

Drop Grades OR

Drop Highest Grades

Drop Lowest Grades

* 30 % Category: Quizzes

Weight Columns: Equally Proportionally

Drop Grades OR

Drop Highest Grades

Drop Lowest Grades

* 60 % Category: Test

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 scores.

Cancel Submit

