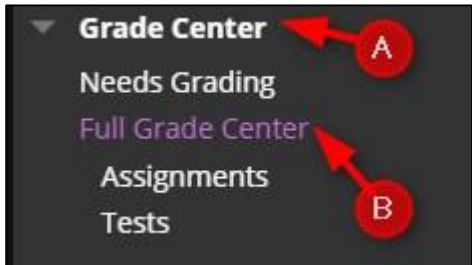


Creating a Weighted Grade Center

A Weighted Total Column will allow you to create a weighted grade center. The weighed column calculates and displays a grade using a selected number of Columns based upon each column's respective worth of the total grade. [Click here for the video Creating a weighted Grade Center.](#)

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Click the down arrow next to the **Weighted Total** column and click **Edit Column Information**.
NOTE: Every course will have a Weighted Column that you can use to create the weighted grade center.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

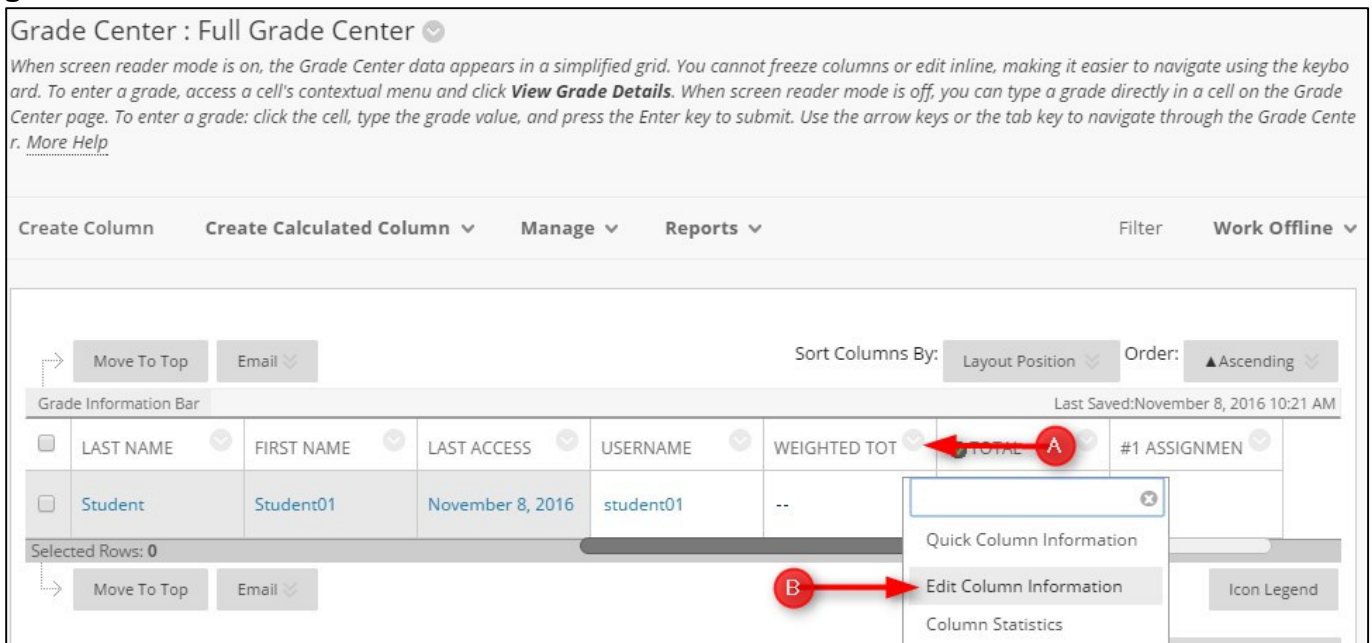
Grade Information Bar							Last Saved: November 8, 2016 10:21 AM	
LAST NAME	FIRST NAME	LAST ACCESS	USERNAME	WEIGHTED TOT	TOTAL	#1 ASSIGNMEN		
Student	Student01	November 8, 2016	student01	--				

Selected Rows: 0

Move To Top Email

Quick Column Information
Edit Column Information
Column Statistics

Icon Legend

A screenshot of the Grade Center interface. The 'WEIGHTED TOT' column header has a dropdown menu open. A red arrow labeled 'A' points to the 'TOTAL' column header, and another red arrow labeled 'B' points to the 'Edit Column Information' option in the dropdown menu. The table below shows a single row for a student named 'Student01' with a 'WEIGHTED TOT' value of '--'.

5. Changing this information is optional.

* Indicates a required field.

Changing information in A, B, C, D and E is optional.

COLUMN INFORMATION

* Column Name **A**

Grade Center Name **B**
Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), bulleted list, numbered list, text color, background color, link, unlink, insert link, insert video, insert audio, insert image, insert table, insert table of contents, HTML, CSS.

The weighted sum of all grades for a user based on item or category weighting.

C

Path: p Words:15

Primary Display **D**
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display **E**
This display option is shown in the Grade Center only.

6. Select the category in the **Categories to Select** and then click the arrow to move it to the **Selected Columns** area. You must create categories before you can use this method.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:
Total
#1 Assignment
#1 Test
#1 Discussion
Week 1 Attendance

Column Information

Categories to Select:
Self and Peer
Journal
Blog
Survey
Assignment
Attendance (A)
Category Information
Attendance:Week 1 Attendance

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

Drop Highest Calculate
Grades Lowest Value to

Drop Lowest Calculate
Grades Highest Value to

* % **Category: Test** (B)

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Highest Value to Calculate

Drop Lowest Calculate Highest Value to

Grades Lowest Value to Calculate

Total Weight: 0%

7. Enter the **weight percentage** for each item. Percentages should add up to 100 percent.

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* (A) % **Category: Homework**

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Highest Value to Calculate

Drop Lowest Calculate Highest Value to

Grades Lowest Value to Calculate

* (B) % **Category: Discussion**

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Highest Value to Calculate

Drop Lowest Calculate Highest Value to

Grades Lowest Value to Calculate

Total Weight: 100%

8. Select **Proportionally** to weight the columns.

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

> % **Category:** Homework ✕

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Calculate Lowest Value to

Grades Highest Value to

Drop Lowest Calculate

Grades

> % **Category:** Discussion ✕

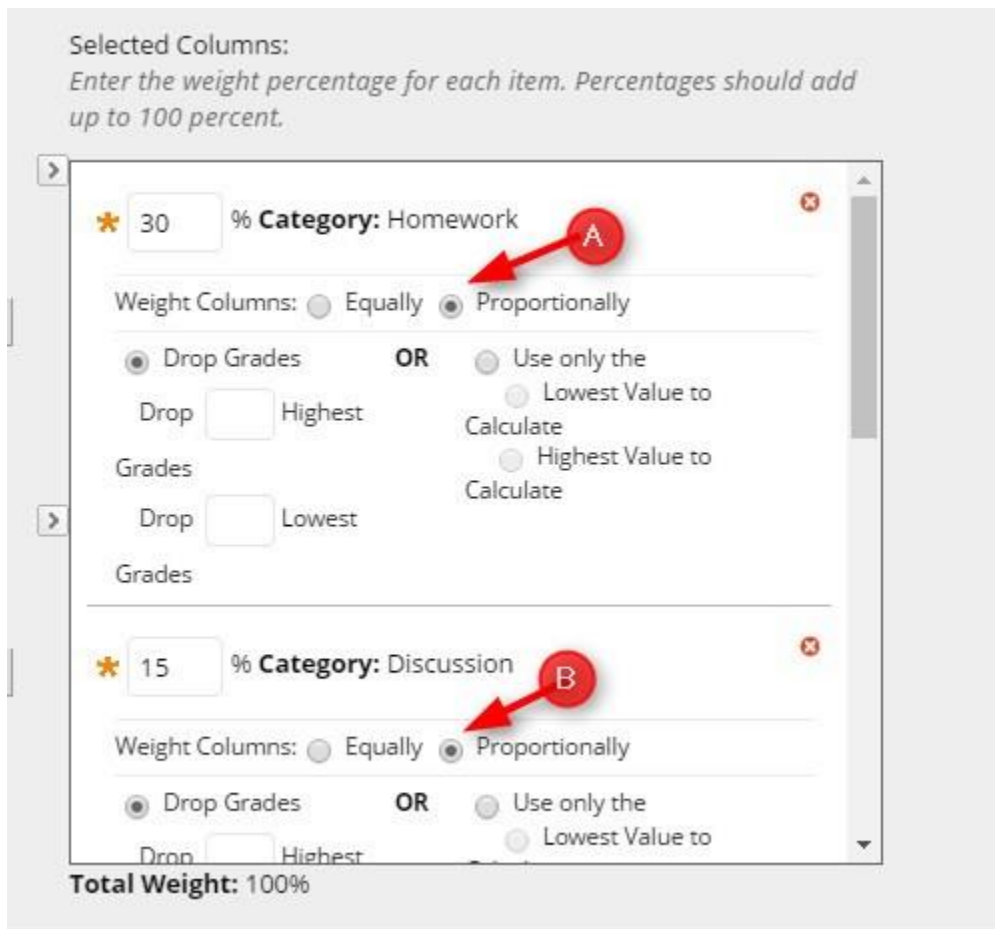
Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Calculate Lowest Value to

Grades

Total Weight: 100%




Difference Between Equal and Proportional Weighting

When the columns and categories selected for the weighted column have different point values, **Equal weighting** converts them to percentages. These percentages are averaged to obtain an equal value for each of the items included in the weighted column. Equal weighting gives each item equal weight when determining the composite grade.

Proportional weighting adds the raw scores of the included columns and categories, and then divides by the total points possible to obtain a percentage for each item in the weighted column. The resulting percentages retain the proportional weight of each item, so items with a larger point value have more effect on the composite grade.

9. Select the **Calculate as Running Total**. A Running Total calculates the total by including only the Grade Columns that have been graded. Selecting No for this option includes all Columns in the calculations, using zero (0) for Columns that have not been graded - this can make grades appear artificially low. **We suggest selecting “Yes” to Calculate as Running Total.**

Calculate as Running Total Yes No

 A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

Running Totals for Weighted Columns

When *Calculate as Running Total* is selected for a weighted column, columns and categories without grades are not included in the weighted column's total that displays in the Grade Center.

Example: Selecting the *Calculate as Running Total* option affects the score displayed for the weighted column in the Grade Center. In this example, there are no scores for Category C. This example uses categories, but the same principles apply if columns are selected instead of categories.

	Category A Weight 40%	Category B Weight 40%	Category C Weight 20%
Points Achieved	90	75	-
Points Possible	100	100	100
Weighted Value	90 pts * 40% = 36	75 pts * 40% = 30	-

Calculated as Running Total = 82.5%

When calculated as a running total, the weighted column's total percentage is calculated by taking the sum of the weighted values of category A and B and multiplying by 100/80. The denominator of 80 is the summed weights of only the categories that contain scores (40 + 40 = 80).

$$(36 + 30) * 100/80 = 82.5\%$$

NOT Calculated as Running Total = 66%

When not calculated as a running total, the weighted column's total percentage is calculated by summing the weighted values for categories A, B, and C and multiplying by 100/100. The denominator of 100 is the summed weights of all categories (which is always 100).

$$(36 + 30 + 0) * 100/100 = 66\%$$

10. Choose the **Options** for this category.

OPTIONS

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

Include this Column in Grade Center Calculations Yes No **A**

Show this Column to Students Yes No **B**

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

11. Click Submit

Cancel Submit **15**