Creating Weighted and Total Columns

Total Columns

1. Open up the Grade Center
2. Hover your mouse over "Create Calculated Column"
3. Select "Total Column"

4. Add a Column Name and Grade Center Name; it’s easiest to make these both the same name.
5. Scroll down to section 3: Select Columns.
6. Choose if you want to make a Total Column for All Grade Columns or Selected Columns and Categories. Selected Columns and Categories allows you to make a Total Column just for a specific group of assignments, such as a quizzes or essays.
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7. If selecting specific columns and categories, click the assignment column on the left you want to add to the total.

8. Click the Right Facing Arrow to move it to the “Selected Columns” category; repeat until you have every column you want for the total added.

9. If you wish to remove something from the Total Column, select the Red X on the right of the selected column to remove it.

10. Select Submit to create your Total Column.

Weighted Columns

1. Open up the Grade Center
2. Hover your mouse over Calculated Grades
3. Selected “Weighted Column”

4. Add a Column Name and Grade Center name; it is easiest to make both the same name.

5. Scroll down to section 3: Select Columns.
6. Click on the column on the left you want to add to the total
7. Click the Right Facing Arrow to move the selected column into the “selected columns” category.

8. In the “Selected Columns” box, enter the percentage each column should be worth. The percentages should add up to 100 percent. If the math doesn’t work out (such as three columns equaling to 25% of the grade), create a Total Column to combine the multiple assignments into one and then add the Total Column into the Weighted Grades Column

9. After you have completed entering the percentages and they add up to 100%, click the Submit button to create your Weighted Column.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.