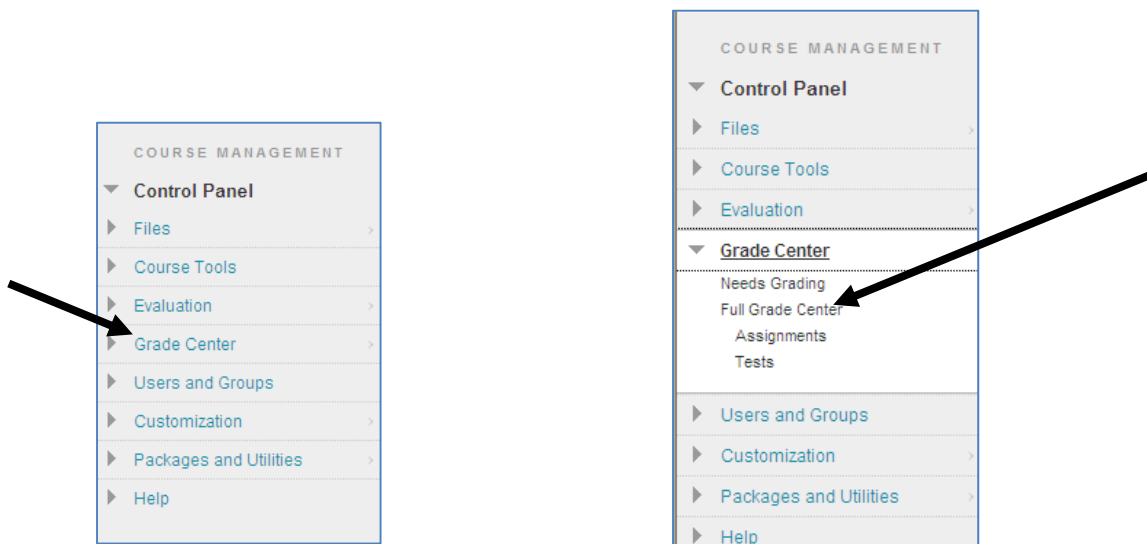


Grade Center – Weighting Grades

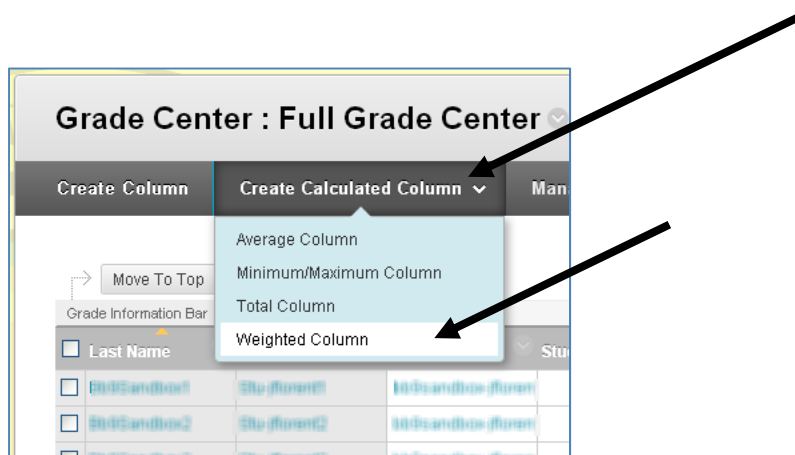
A weighted grade column is a calculated column that displays the calculated result of component parts (columns and/or categories); each part is worth some percentage of the total. Instructors control the visibility of the weighted grade column in the Grade Center as well as controlling the visibility of the column to students.

Instructors can create a weighted grade based on any column and/or category in the Grade Center. For example, an Instructor may create a weighted grade column that calculates the final grade for the course. Categories such as Test, Discussion, and Assignment would be given a certain percentage of the final grade along with the percentage for other grade columns (e.g. Mid-term, Final Exam).

1. To add a Weighted Grade column, go to the Control Panel and click on **Grade Center** to expand it, and then click on **Full Grade Center**.



2. Move your mouse over the **Create Calculated Column** button and select **Weighted Column** from the drop down menu.



- In section 1, enter a name for the weighted grade column in the **Column Information** field. **Grade Center Name** and **Description** are optional. Use the Grade Center Name to enter a shorter name for the grade column (up to 15 characters). You will see the shortened name in the Grade Center. Select how you would like the results of the weighted grade to be shown by clicking on the pull down arrow and selecting a primary display (Score, Text, Percentage, Grading Schema (e.g. Letter), or Complete/Incomplete). Secondary display is optional and will only be shown in the Grade Center.

1. Column Information

* Column Name

Grade Center Name

Description

Primary Display

Secondary Display

- In section 3, existing grade columns and categories are shown on the left. Select a grade column or category and click the arrow to move the column/category to the selected columns area.

3. Select Columns

Include in Weighted Grade

Columns to Select:

- Weighted Total
- Total
- Test 1
- Quiz 1
- Quiz 2
- Quiz 3

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns

Total Weight: 0%

Calculate as Running Total Yes No

Select grade columns here

Select categories here

Click arrow to move selected column over

Click arrow to move selected category over

- All columns and/or categories that are moved to the selected columns area must be assigned a percentage. Enter the weight percentage to be applied to each column/category. The total weight must equal 100%.

If you select a category to include in the weighted grade, additional options will appear below the category. You have the option of weighing the columns in the category equally or proportionally. Equally applies equal value to all columns within a category. Proportionally applies the appropriate value to a grade column based on its points compared to other columns in the category. You can also decide whether to drop the highest or lowest grades within the category or to use the highest or lowest grade in the category.

Finally, you should decide whether you want the weighted grade to be calculated as a running total. If you select “Yes” to calculate as running total, only the columns that have been graded will be included in the calculation. Selecting “No” will include all grade columns/categories that are selected (including those with no grade) in the weighted grade calculation.

The screenshot shows a configuration window for weighted grades. It is divided into several sections:

- Include in Weighted Grade:**
 - Columns to Select:** A list containing 'Total', 'Extra Credit', 'Assignment 1' through 'Assignment 6', and 'Column Information'. 'Class Presentation' is selected, with 'Category: None' and 'Points Possible: 100' shown below.
 - Categories to Select:** A list containing 'Essay', 'Group Project', 'Homework', 'Survey', 'Forum Grade', and 'Thread Grade'. 'Quiz' is selected, with 'Category Information' showing 'Quiz: Quiz 1 - Requires Respondus LockDown Browser, Quiz 3, Syllabus Quiz, Test 1, Test 2, Pharmacy Test 1, New Test'.
- Selected Columns:**
 - Header: "Enter the weight percentage for each item. Percentages should add up to 100%."
 - *25 % Column: Mid-Term Exam
 - *35 % Column: Final Grade
 - *10 % Column: Class Presentation
 - *15 % Category: Assignment
 - Weight Columns: Equally Proportionally
 - Drop Grades OR Use only the
 - Drop [] highest grades
 - Drop [] lowest grades
 - Lowest value to calculate
 - Highest value to calculate
 - 15 % Category: Quiz
 - Weight Columns: Equally Proportionally
 - Drop Grades OR Use only the
 - Drop [] highest grades
 - Drop [] lowest grades
 - Lowest value to calculate
 - Highest value to calculate
 - Total Weight:** 100% (circled in red)
- Calculate as running total:** Yes No

Callout boxes provide additional instructions:

- Enter percentages for columns and categories:** Points to the percentage input fields in the 'Selected Columns' section.
- Delete selections, if necessary:** Points to the red 'X' delete icons next to each selected item.
- Total weight should equal 100%:** Points to the 'Total Weight: 100%' indicator.
- Choose to weigh columns equally or proportionally and whether to drop grades in the category or use the highest or lowest grade in the category:** Points to the radio button options for weighting and dropping grades.

6. In section 4, set additional Options for the weighted grade column by selecting the Yes or No radio button for the following:

- **Include this Column in Grade Center Calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns
- **Show this Column to Students** – Grades will be shown in My Grades. My Grades is what is shown to your students when they go into your course to view their grades.
- **Show Statistics (average and mean) for this column to Students in My Grades** – Includes statistical information with the grade value when shown to students.

4. 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

Show this Column to Students Yes No

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

7. Click on **Submit** when you are done. You will be returned to the Grade Center. The weighted grade column you just created will be added as the last column in the Grade Center.

5. Submit

Click Submit to proceed. Click Cancel to quit.