

Learn – Weighted Column

From Gradebook, create categories

Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

Title ▲	Description	Columns
Assignment		
Blog		
Clickers		quiz
Discussion		
Final		Final Exam
Journal		
Self and Peer		
Survey		
Test		Exam 1, Exam 2, Exam 3

Displaying 1 to 9 of 9 items | [Show All](#) [Edit Paging...](#)

← OK

When defining columns in Gradebook, assign a category to the column. Like put all tests in category Tests, or all clicker scores in category Clickers. Do this even if it just a single item in a category.

Create Calculated Column from Gradebook – choose Weighted Column.

3. 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:

- quiz
- Exam 1
- Exam 2
- Exam 3
- Final Exam

Column Information

Categories to Select:

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

Category Information

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

- * 40 % Category: Clickers
 - Weight Columns: Equally Proportionally
 - Drop Grades Drop OR Use only the Lowest Value to Calculate Highest
 - Highest Grades Drop Value to Calculate
 - Lowest Grades
- * 30 % Category: Test
 - Weight Columns: Equally Proportionally
 - Drop Grades Drop OR Use only the Lowest Value to Calculate Highest
 - Highest Grades Drop Value to Calculate
 - Lowest Grades

Total Weight: 100%

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.