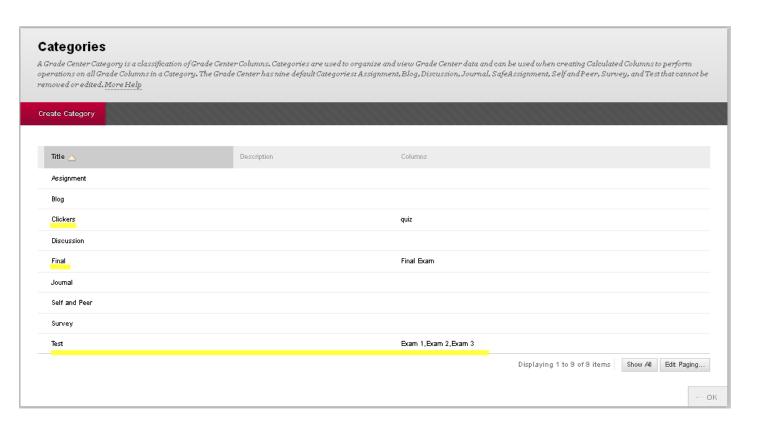Learn – Weighted Column

From Gradebook, create categories
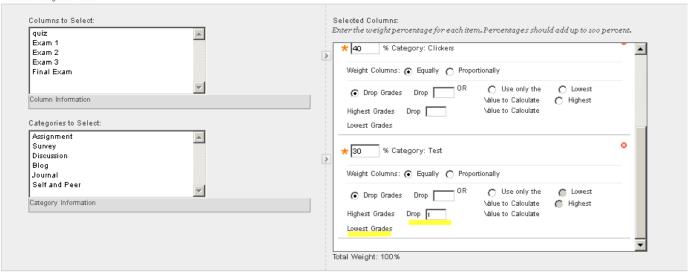

When defining columns in Gradebook, assign a category to the column. Like pout all tests in category Tests, or all clciker scores in category Clickers. Do this even if it just a single item in a category.

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 `1`   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.*