Weighted Total Column in the Grade Center

1. **Navigate to the Full Grade Center** (Figure 1).
2. Use the dropdown and **select edit column information** (Figure 2).
3. Here you can change the primary display settings to one of the following:
   a. Score
   b. Letter
   c. Text
   d. Percentage
   e. Complete/Incomplete
4. If desired, a secondary display type is available. Only you as the instructor can see the secondary display.
5. There are two ways to calculate weighted total:
   a. By Column
   b. By Categories
6. **Select a column name** from the left then **press the arrow** to bring it into the right-hand side (Figure 3).
7. After you have selected all the columns that need to be weighted a weight can be assigned to each item (Figure 4).
8. To do this **enter a value into the weight field** (Figure 4).
9. As you add weights in, the total weight number will change at the bottom (Figure 4).
10. **Categories** work the same way as columns in weighted totals
   a. Things to remember:
      i. Categories are set in when building an assessment
      ii. Test, assignments, and discussions are automatically entered into those categories
      iii. It is possible to change an assignment to a test.
   b. To use categories instead of columns, follow steps 6 through 9 but select the desired category before moving into the right-hand pane (Figure 5).

![Selected Columns: Enter the weight percentage for each item. Percentages should add up to 100 percent.](image)