

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).

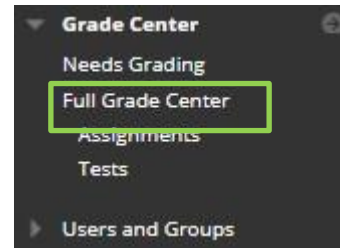


FIGURE 1

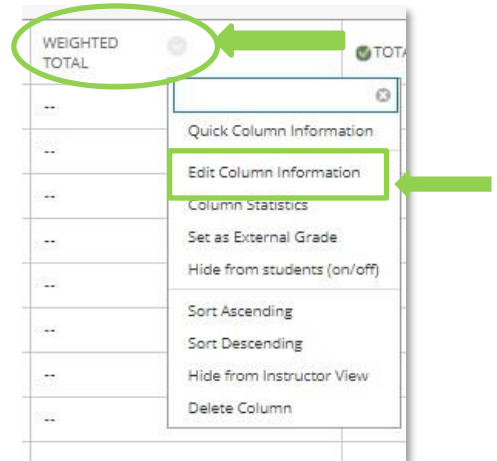


FIGURE 2

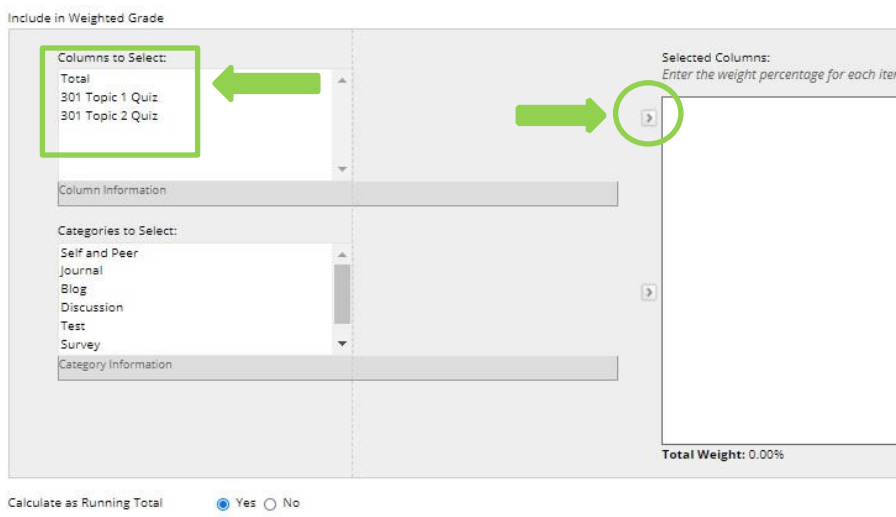


FIGURE 4

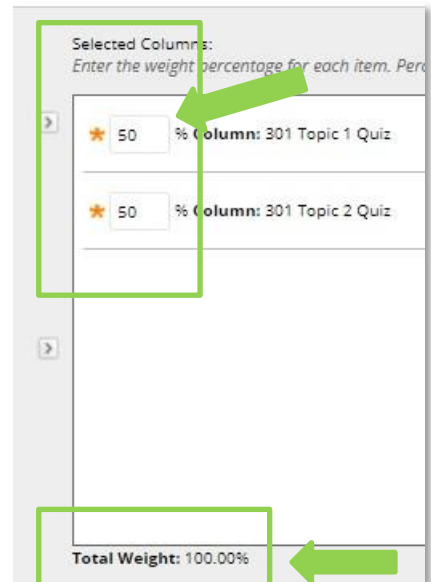


FIGURE 3



Weighted Total Column in the Grade Center

- 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).

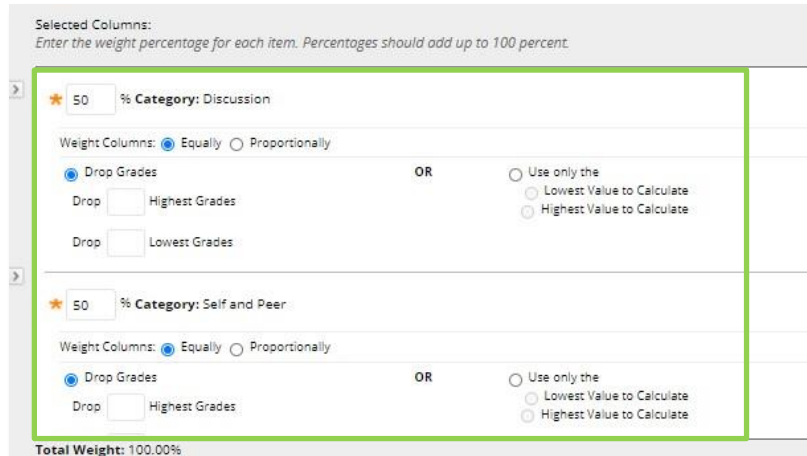


FIGURE 5