

## WEIGHTED COLUMN

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A Weighted Column calculates and displays a grade for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade.

1. Select **Weighted Column** from the drop-down list underneath **Create Calculated Column**.
2. Enter the column name in the **Column Name** text box, underneath Column Information. Entering a **Grade Center Display Name** is optional; it will appear in place of the Column Name in Grade Center for you and in My Grades for students. This may be useful for shortening column widths. It is also optional to write a **Description**.
3. Use the drop-down menu to select a **Primary Display** (the format in which you prefer the weighted score to be displayed in both Grade Center and My Grades). The **Secondary Display** is optional and will appear in parenthesis behind the primary display only in Grade Center; the Secondary Display will not be visible to students.
4. Underneath **Select Columns**, select the columns and categories to include in the weighted grade and click the center arrow to add them to the **Selected Columns** area. After all columns and categories have been selected and added to the **Selected Columns** area, set the weight percentages.

**NOTE:** When a **Category** has been selected, several other options appear. Select to weigh columns within the Category **Equally** or **Proportionally**. Choosing **Equally** applies equal value to all Columns within a Category. Choosing **Proportionally** applies the appropriate value to a Grade Item based on its points compared to other columns in the Category. Also decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.

**NOTE:** If you have created a column for an item and placed it in a category, **weight either the column or the category** for that particular item. If you weight both the column and the category, the item will be factored into the weighted grade twice.

**NOTE:** To delete a selected Grade Item or Category from consideration, click the red "x".

5. In the **Options** area, choose whether you'd like to **Include this column in Grade Center Calculations**, **Show this Column to Students**, or **Show Statistics (average and median for this column) to Students in My Grades**.
6. Click **Submit**.