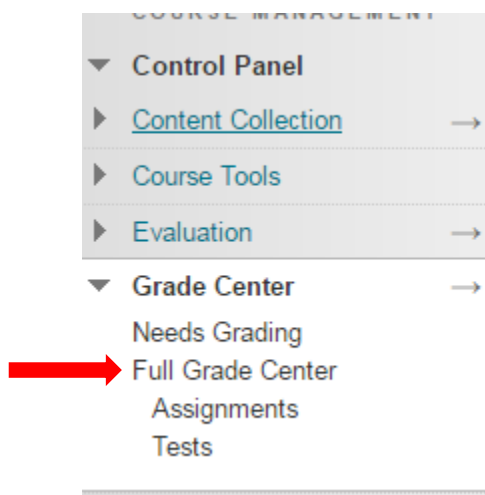




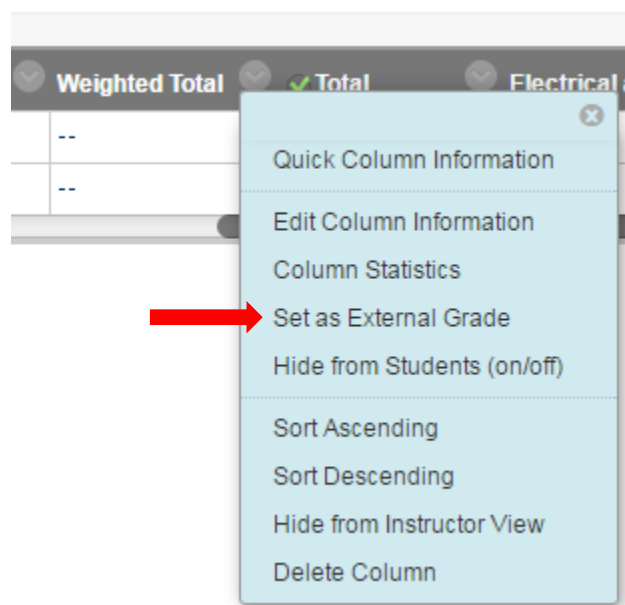
How to set up a Weighted Total

The weighted total should be used for your external grade for students in the full grade book, access the full grade center using the menu on the left side of the screen.

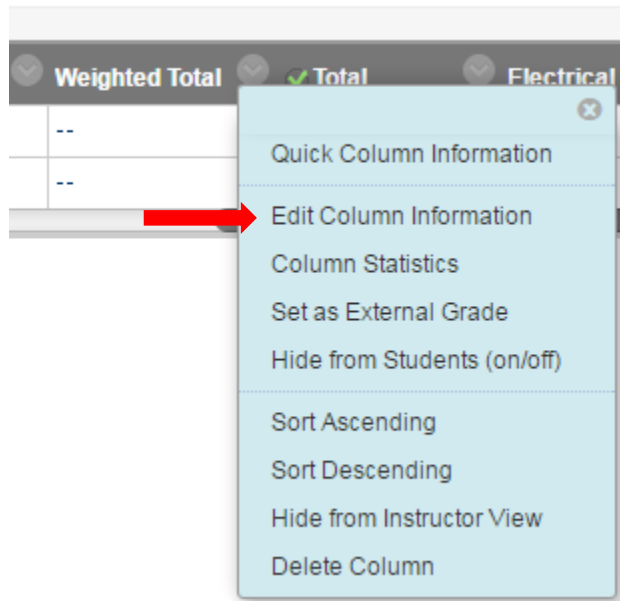


Select the chevron button next to weighted total and choose "Select as external grade"

*Check to make sure the Green checkmark appears



Next, set up your weighted total, select the chevron and choose “edit column information”



Scroll down and Select the following options

→ Primary Display

Percentage

Calculated grades display in this format in both the Grade Center and My Grades.

→ Secondary Display

Letter

This display option is shown in the Grade Center only.

Next set up your percentage calculations for your course. For most instructors, the best option is to set this up based on the categories listed on your syllabus. For example:

Test – 50%

Assignment- 25%

Discussions- 25%

You also have the option of selecting columns and/or a combination of categories and columns. You can simplify this process using categories only and base them on what you have listed on your syllabus. This document will also teach link all course activities to those designated categories after completing steps to set up the weighted total.

The screenshot displays a configuration interface for course activities. On the left, there are two selection lists: 'Columns to Select' (containing Total, Electrical advancements, Practice, Paper Submission, Group Assignment) and 'Categories to Select' (containing Survey, Blog, Journal, Self and Peer, Turnitin Direct Assignment, Assignment, Discussion). Below these lists are 'Column Information' and 'Category Information' sections. On the right, the 'Selected Columns' area is currently empty, with a note: 'Enter the weight percentage for each item. Percentages should add up to 100 percent.' Below this area, the 'Total Weight: 0%' is displayed. At the bottom left, the 'Calculate as Running Total' section has two radio buttons: 'Yes' (selected, indicated by a red arrow) and 'No'. A descriptive note below the radio buttons states: '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.'

Step One- select a category, use the arrow in the middle to move it into you weighted total

Include in Weighted Grade

Columns to Select:

- Total
- Electrical advancements
- Practice
- Paper Submission
- Group Assignment

Column Information

Categories to Select:

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

Category Information

Assignment: Practice, Group Assignment

Selected Columns:

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

Fill in the information

Include in Weighted Grade

Columns to Select:

- Total
- Electrical advancements
- Practice
- Paper Submission
- Group Assignment

Column Information

Categories to Select:

- Survey
- Blog
- Journal
- Self and Peer
- Turnitin Direct Assignment
- Discussion
- Test

Category Information

Selected Columns:

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

* % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Calculate Lowest Value to

Grades Highest Value to

Drop Lowest Grades Calculate

Continue to add categories based on your syllabus for your course, click once in the grey area in order to update the total.

*You can create a category if the category you need is not listed, go back to the full grade center

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Select manage

Select categories

Select the "create category" button

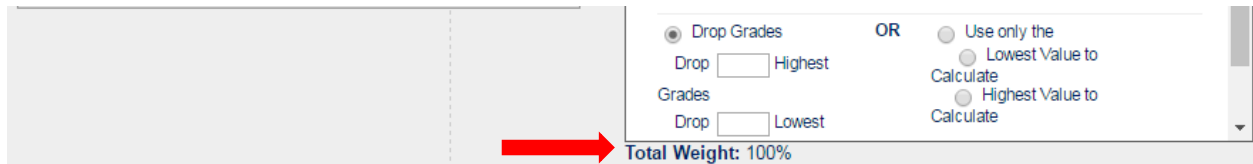
Fill in the name section

Click Submit

Double check all of your category information

The total weight must equal 100%

If you have entered all of your information and the total has not updated to 100%, be sure to click once in the grey area so that it will update.



The screenshot shows a form interface. On the left is a large grey rectangular area. To its right is a control panel with the following options:

- Drop Grades
- Drop Highest Grades
- Drop Lowest Grades

OR

- Use only the
- Lowest Value to Calculate
- Highest Value to Calculate

At the bottom of the control panel, it displays "Total Weight: 100%". A red arrow points from the grey area on the left towards this "Total Weight" label.

Complete the options section based on your course.

CLICK SUBMIT