How to Create a Calculated Column:

In the Grade Center, you can create a calculated Grade Center column to calculate a value (such as a total) for a selection of columns. If you use a point grading scheme for your class, you can create a column that calculates the points for a selection of columns. Your calculated column will keep a running total of grades as you enter them in specific cells.

To begin creating a new Smart View click on the Control Panel located in the lower left side of your Webcampus course. Then expand the Evaluation menu and select the Grade Center option (see figure 1).

Expand the dropdown menu for the Create Calculated Column button located on the Action bar of the Grade Center. Then choose the Total Column option from the menu (see figure 2).
That will take you to the Add Total Column page, where you will create your new calculated column. Give the new column a name. Click on the Column Name field and enter a title for the new calculated column. Then click the Description menu and create a description for the new column. If you provide a description for your calculated column, you can include your description when you generate a report from the Grade Center (see figure 3).

![Figure 3: Entering in a “Column Name” and “Description”](image)

If you select both a Primary and a Secondary Display for the calculated grade column, then you can display both a letter score and number score for that column in the Grade Center (see figure 4).

![Figure 4: Selecting a Primary and Secondary display](image)
Next go to the Select Columns group on the Add Total Column menu. Options for the Select Columns group include: **All Grade Columns**, and **Selected Grade Columns**. Click on the **Selected Grade Columns** option and two new menus of importance will appear. The **Columns to Select** and **Categories to Select** menu will appear (see figure 5).

![Figure 5: Choosing the Selected Grade Columns option](image)

Click on the Columns from the **Columns to Select**: menu with your mouse. After selecting the columns that you want to add, click the **Move Selected Items** icon. You will now see the columns added to the selected Columns Group of the Select Columns menu (see figure 6).

![Figure: 6 Adding the Columns Manually](image)
After you’ve finished selecting the columns you want to calculate, click on the **Submit** button from the lower left hand corner of the screen (see figure 7).

Figure 7: Selecting the Submit button