Total Tutorial

You can create a **calculated** column, a grade center item that calculates the total for a selection of columns in the Grade Center. If you use a point grading scheme for your class, you can create a column that calculates the total points for a selection of columns in the Grade Center. Your calculated column will keep a running total of grades as you enter them in specific cells.

Begin by creating a new Smart View, click on the **Control Panel** link located in the lower left hand navigation panel of your Webcampus course. Then expand the **Evaluation** menu and select the **Grade Center** option (see figure 1).

![Figure 1: Expanding the Evaluation group, then selecting the Grade Center link](image1.png)

Expand the drop down 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).

![Figure 2: Selecting the “Total Column” option](image2.png)
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 in the **Column Name** field and enter in a title for the new calculated column. Then create a description for the new column. The benefit of providing a description for any calculated column is that you can include your description for the Column when you generate a Report from the Grade Center can (see figure 3).

![Figure 3: Giving the Column a name and description](image)

Then want to select a **Primary Display** option and a **Secondary Display** option for the calculated grade (see figure 4). The benefit of assigning two displays to a column is that you can display both a letter grade and number score for a column in the Grade Center.

![Figure 4: Selecting a Primary and Secondary display](image)
Next go to the **Select Columns** item on the **Add Total Column** page. Options for the Select Columns group include: **All Grade Columns**, and **Selected Grade Columns** and **Categories**. Select the **Selected Grade Columns and Categories** option (see figure 5).

![Figure 5: Selecting the Selected Columns and Categories option](image)

That will take you to a new screen where **Columns to Select** and **Categories to Select** menu will appear. Highlight the Column, then click on the button located to the right of the Columns to Select list. After you have finished selecting the columns you wish to add, review the **Calculate as Running Total** field. The two options that can be selected are **Yes** and **No**. If you select the **No** option all items that do not have an attempt will be given 0 for a grade until a submission has been made (see figure 6).

![Figure 6: Selecting the Column then the Move Selected Item Over button](image)
After having finished selecting the columns you wish to calculate you will then want to select the **Submit** button from the lower right hand corner of the screen (see figure 7). The new calculated column will now be added to the Grade Center. By default all new columns are added as the last column in the Grade Book.

![Figure 7: Select the “Submit” button](image-url)