How to add a weighted grade column:

You can add items to your grade book in Webcampus Grade Center. You can add either a basic column or a calculated column. You can create the following types of calculated columns: weighted, total, average, and maximum/minimum. A Webcampus user can choose to assign a mathematical equation to a Grade Center column to calculate the final grade for each student by applying the faculty members weighted grading scheme.

To create a calculated column click on the Control Panel option from the Course Management group of your Webcampus course. The Control Panel menu will expand, listing the categories available to you. Expand the Evaluation submenu and select the Grade Center option (see figure 1).

Figure 1: Expanding the Control Panel to select the Grade Center link
From the action bar of the Grade Center, expand the **Create Calculated Column** menu, and select the **Weighted Column** option (see figure 2).

This will take you to the Add Weighted Column screen where you can create a calculated column for your grade book. Click on the **Column Name** field located in the Column Information item and give the column a name. Then enter in a **Description** for the column if you want to. (Entering a Description will help you prepare a more detailed report for this column in the Grade Center) (see figure 3).

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**Figure 2: Selecting the Weighted Column option**

**Figure 3: Giving the Column a Name and Description**
After giving the column a Name and Description, set a **Primary** and **Secondary Display** for the column. By default the **Primary Display** for all columns will be **Percentage**. The **Secondary Display** option can be beneficial to students who may not know what letter grade a numerical score or percentage equates to. The options for a **Secondary Display** include: Score, Text, Letter, and Complete/Incomplete. Before you set a secondary display to either text or letter, you should first check the **Grading Schema** that is associated with your Webcampus grade book. (To check the Grading Schema, go to the Action Bar of the Webcampus Grade Center, expand the **Manage** drop down menu, and select the **Grading Schema** option.) (see figure 4)

After you have set the **Primary Display** and **Secondary Display**, you may go on to the third group, titled **Columns to Select**. Highlight the columns you want to associate a weight to, then select the add button to move the selected columns over to the **Selected Columns** list. You may select multiple columns at once by holding down the **Ctrl** key on your keyboard, while selecting the column. After you have finished selecting the columns, click the button to **Move selected items over** (see figure 5).
When you have finished adding the columns that you want to associate with weighted averages, click on the percentage field Selected Columns Group and enter in the weighted percentage that you want to associate with each of the columns. **Note: the total weight of all columns must add up to 100%** (see figure 6).

![Figure 6: Distributing the weight to the columns](image)

Consider whether you want to select the **Calculate as Running Total** option. The **Calculate as Running Total** option will only include grades that have attempts or submissions. If a student does not attempt an assignment, then that assignment will not be included in their weighted grade calculation. If you want to associate a value of zero percent to assignments that have yet to be submitted, you may do so by selecting the **NO** option from the Calculate as Running Total group (see figure 7).

![Figure 7: Reviewing the Calculate as Running Total option](image)
Go on to review the **Options** item on the **Add Weighted Column** screen. When you have selected the appropriate option, click on the **Submit** button located in the lower right hand corner of the screen (see figure 8).

![Image of Add Weighted Column screen]

Figure 8: Selecting the “Submit” button

You should be able to see that a new weighted column has been created in your Webcampus grade book. If you select the new weighted column in the grade book, the total number of points will be displayed in the **Grade Information Bar** of the grade center.