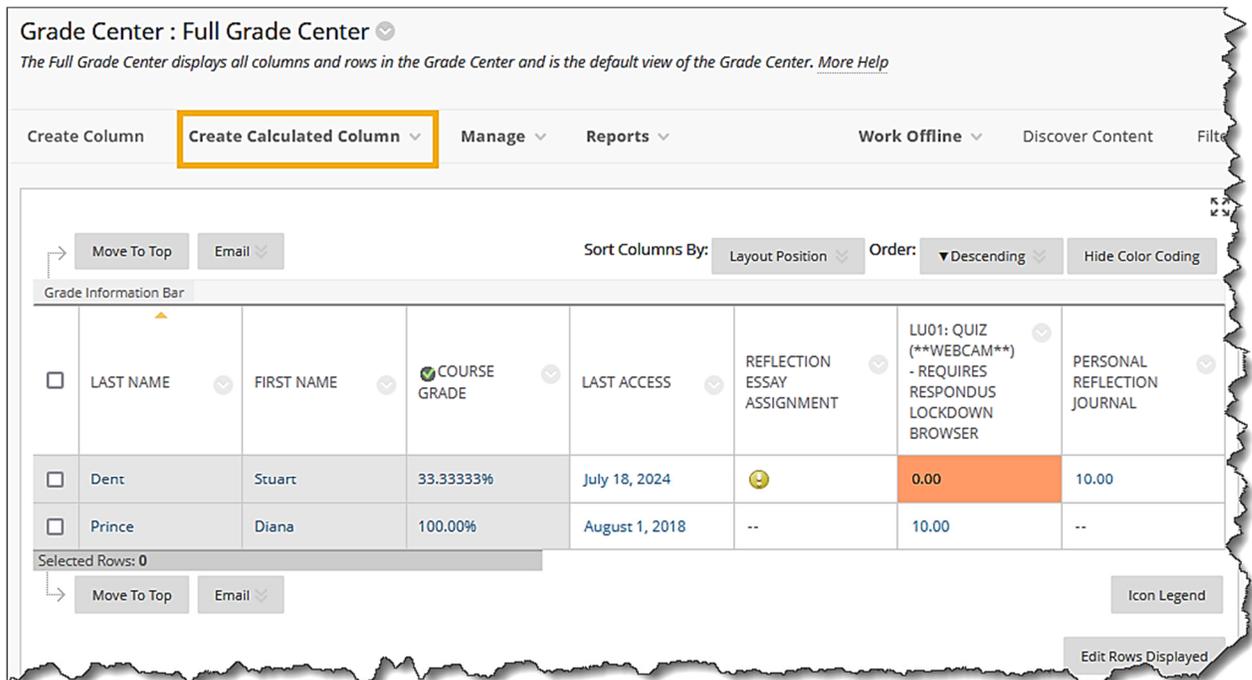


Faculty Tutorial:

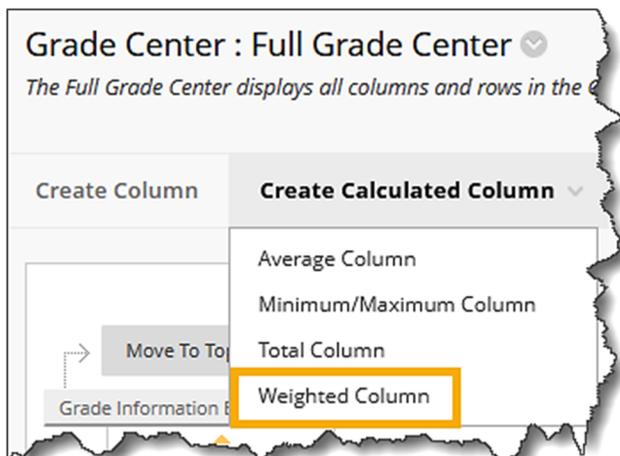
Grade Center: Add a Weighted Column

Purpose: To show faculty how to add a “Weighted Column” to the “Grade Center” in MyHills. A “Weighted Column” will need to be added to your course if you weight columns to calculate grades for a selected number of assessments, such as quizzes, or if you weight categories to calculate final course grades for students.

From within a course “Grade Center,” hover your cursor over “**Create Calculated Column.**”

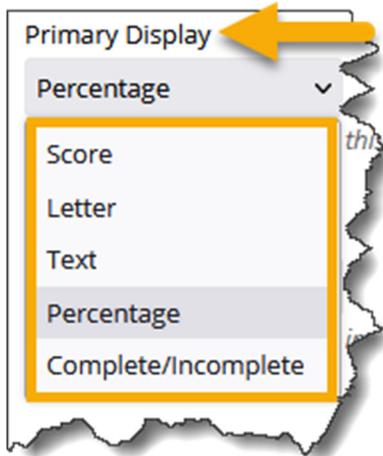


In the sub-menu that opens, select “**Weighted Column.**”



Click the drop-down arrow next to “Primary Display,” and select how you would like grades to appear in the “Grade Center” and in the “My Grades” area for students. You may choose “Score,” “Letter,” “Text,” “Percentage,” or “Complete/Incomplete.”

Note: Be sure that your “Grading Schema” is set up correctly, if you choose “Letter” for your primary display. See the tutorial “Grading Schema” for details.

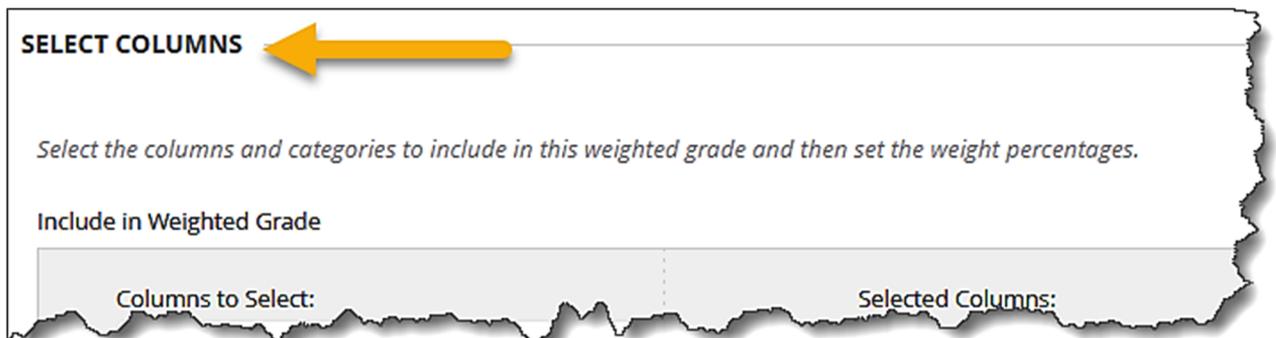


You may also choose a “Secondary Display.” Select any display option other than what you chose as the “Primary Display.” For example, if you choose to show letter grades to students, you may find it helpful to select “Percentage” for your “Secondary Display,” allowing you to see more detail.

Note: “Secondary Display” is optional and will be shown in the “Grade Center” *only*. It will not appear for students in their “My Grades” area.

Under “Select Columns,” you will select the categories (and/or columns, if applicable) to include in the weighted grade. Then, you will set the percentages for each category (or column) you select.

Note: If an item that is graded has a “Column” and that column is included in a “Category,” be sure to 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.



In the “Categories to Select” box, select one of the categories that you would like to add to your weighted grade, which will highlight it.

Note: For a final “Course Grade,” it is recommended that you weight “Categories.” Just be sure that your categories are set up correctly prior to creating a weighted column. See the tutorial “Grade Center: Add A Category” for details on how to create a category.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Course Grade
- Reflection Essay Assignment
- LU01: Quiz (**Webcam**) - Requires Respondus
- Personal Reflection Journal
- LU02: Discussion

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog

Category Information

Selected Columns:

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

Total Weight: 0.00%

Directly below the “Categories to Select” box, in the “Category Information” box, a list of all of the assessments included in the category you selected will appear.

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog

Category Information

Test: LU01: Quiz (**Webcam**) - Requires Respondus LockDown Browser, LU04: Exam (**Webcam**) - Requires Respondus LockDown Browser, LU08: Exam (**Webcam**) - Requires Respondus LockDown Browser, LU09: Quiz, LU10: Quiz, LU11: Exam

After selecting the category (or column), click the right-facing arrow located between the “Categories to Select” box (or “Columns to Select” box) and the “Selected Columns” box.

The category you chose will now appear in the “Selected Columns” box on the right side.

The screenshot shows a web interface titled "SELECT COLUMNS". At the top, it says "Select the columns and categories to include in this weighted grade and then set the weight percentages." Below this, there are two main sections: "Include in Weighted Grade" and "Selected Columns".

The "Include in Weighted Grade" section is divided into two sub-sections:

- Columns to Select:** A list of items including "Course Grade", "Reflection Essay Assignment", "LU01: Quiz (**Webcam**) - Requires Respondus I", "Personal Reflection Journal", "LU02: Discussion", and "Column Information".
- Categories to Select:** A list of categories including "Assignment", "Survey", "Discussion", "Blog", "Journal", and "Category Information".

A yellow arrow points from the right-facing arrow button next to the "Discussion" category in the "Categories to Select" list to the "Selected Columns" section.

The "Selected Columns" section contains the following information:

- Header: "Selected Columns: Enter the weight percentage for each item. Percentages should add up to 100 percent."
- A list item: "* [] % Category: Test" with a red 'x' icon to its right.
- Weight Columns: Equally Proportionally
- Drop Grades: Drop Grades OR Use only the
- Drop [] Highest Calculate Lowest Value to Calculate
- Drop [] Lowest Calculate Highest Value to Calculate

Type the weight of the category (or column) in the “% Category” (or “% Column”) box.

Next, if weighting categories, select to weight the assessments (columns) within the category “Equally” or “Proportionally.” Choosing “Equally” gives all assessments (columns) an equal value within the category. Choosing “Proportionally” gives each assessment (column) an appropriate value based on its total points compared to all other assessments (columns) in the category.

Note: “Equally” will be selected by default.

You may also choose to drop highest and/or lowest grades in a category or use only the lowest or highest value in a category. If you choose to “Drop Grades,” type the number of grades you would like to drop in the appropriate box.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Course Grade
- Reflection Essay Assignment
- LU01: Quiz (**Webcam**) - Requires Respondus I
- Personal Reflection Journal
- LU02: Discussion
- Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Category Information

Selected Columns:

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

* 30 % **Category: Test**

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Grades Highest Value to Calculate

Drop Lowest

Grades

Total Weight: 30.00%

Once you have selected all of the categories you would like to weight, be sure the "Total Weight" equals "100%."

Selected Columns:

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

* 70 % **Category: Assignment**

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Grades Highest Value to Calculate

Drop Lowest

Grades

* 30 % **Category: Test**

Weight Columns: Equally Proportionally

Drop Grades **OR** Use only the

Drop Highest Lowest Value to Calculate

Total Weight: 100.00% ←

Keep the default option of “Yes” selected for “Calculate as Running Total” or assignments due in the future will be calculated as 0, causing students to think they are failing the course.

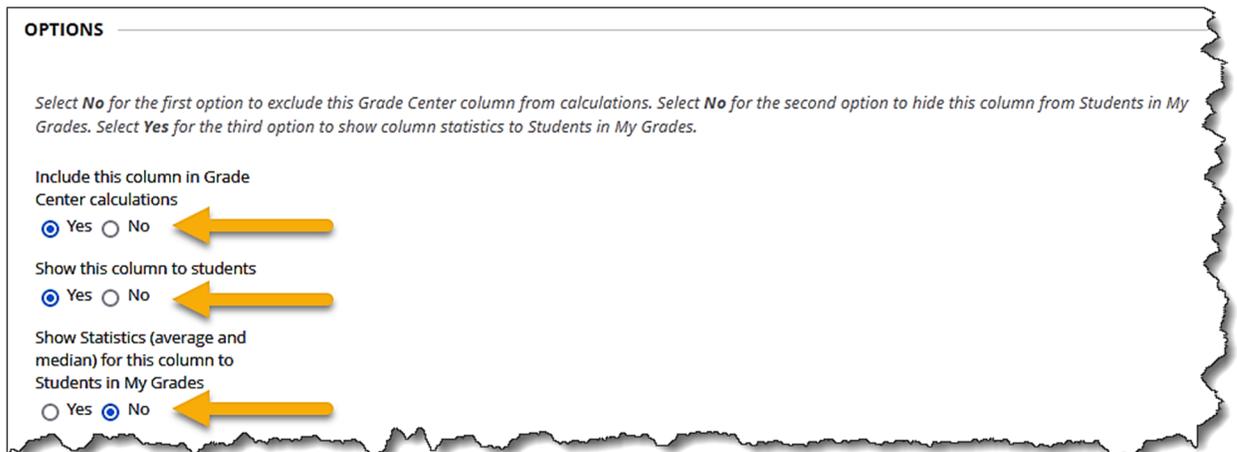
Note: A running total only includes items that have grades or attempts. Therefore, be sure to enter zeros in the Grade Center for missing assignments that can no longer be turned in, so that all graded assignments are included in the running total.



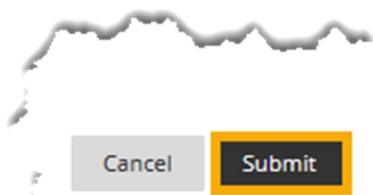
Under “Options,” keep “Yes” selected for “Include this Column in Grade Center Calculations” if you would like the *option* to use the weighted column to calculate other Grade Center Calculations. For example, you may want to create a “Quiz” weighted column to calculate an overall quiz grade in your course, and then include the “Quiz” weighted column in the “Course Grade” weighted column.

If you would like this assessment to appear for students in their “My Grades” area, keep “Yes” selected for “Show this Column to Students.” If you do not want students to see their grades for the weighted column, select “No.”

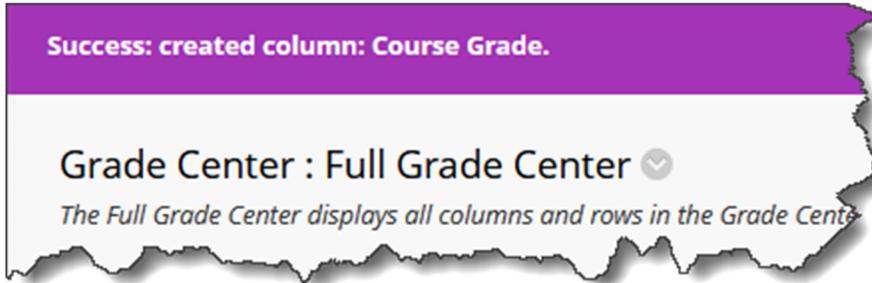
By default, “No” will be selected for “Show Statistics (average and median) for this column to Students in My Grades.” If you would like students to see the class average and median grade for the weighted column, select “Yes” instead.



Once you have made your selections, click “Submit.”



A “Success” message will appear at the top of the “Grade Center” page.



The column you created will be the last column that appears in the “Grade Center.”

Note: See the tutorial “Column Organization” to learn how to rearrange the order of the columns in the “Grade Center.”

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Work Offline Discover Content Filter

Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar							
<input type="checkbox"/>	LAST NAME	FIRST NAME	COURSE GRADE	LU10: QUIZ	LU11: EXAM	LAB WORK	COURSE GRADE
<input type="checkbox"/>	Dent	Stuart	33.333333%	--	--	--	0.00%
<input type="checkbox"/>	Prince	Diana	100.00%	--	--	--	100.00%

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

Congratulations! You now know how to create a “Weighted Column” in the Grade Center!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk