

How do I compile a calculation for a calculated column in the grade book?

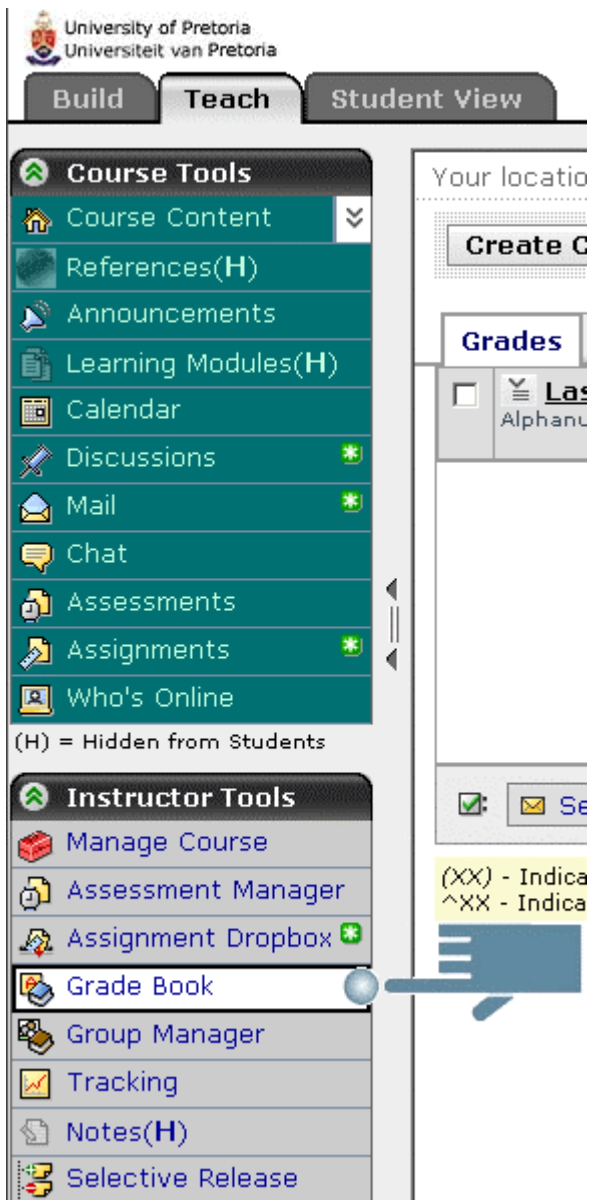
Step 1

Go to the **Teach Tab**



Step 2

Under **Instructor tools**, click on **Grade Book**, because you will now manage the student's marks.



Step 3

- Different tabs are displayed:
- Grades – displays all numeric columns
- Members – displays all alphanumeric columns
- View All – combines the grades and members columns
- Custom View –
- SCORM Grades –

Your location: **Grade Book**

Create Column ▾ **Import from Spreadsheet** **Reorder Columns** **Grade Book Options** ▾

Grades Members View All Custom View SCORM Grades

| <input type="checkbox"/> | ▾ Last Name Alphanumeric ↑ | ▾ First Name Alphanumeric | article | ▾ Presentatio Numeric (out of 100) | ▾ First mark Text | ▾ Submit 1 Numeric (out of 100) | ▾ Reflection: Survey |
|--------------------------|--------------------------------------|-------------------------------------|----------------|---|-----------------------------|--|--------------------------------|
|--------------------------|--------------------------------------|-------------------------------------|----------------|---|-----------------------------|--|--------------------------------|

Ensure that the **Grades** tab is selected.

Step 4

If you have not yet created the column, click on **Create Column**, otherwise you can proceed to step 7.

Step 5

Select the column type that you require. In this case we want to create a Calculated column in order to add a formula.

Create Column ▾ **Import f**

Alphanumeric
Calculated
Letter grade
Numeric
Selection list
Text

| Members | First |
|---------|-------|
| Joe | |
| Giel | |

Step 6

Provide the necessary information. Remember to **SAVE!** The column will be added last in the grade book.

Calculated Column

Column Settings

* Column label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column

If selected, the column will appear on the Grades tab.

Released to Student

If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.


Release Statistics

Save

Cancel

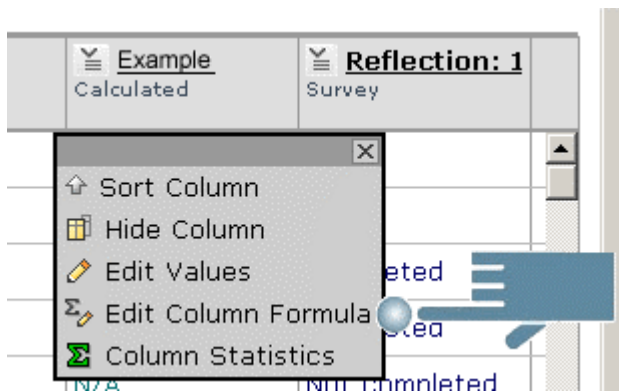
* Required field

Step 7

Go to the calculated column. Click on the Action Links ().

Step 8

Select the **Edit Column Formula** option.



Step 9

The calculation screen is displayed whereby:

SUM – the sum of specific values

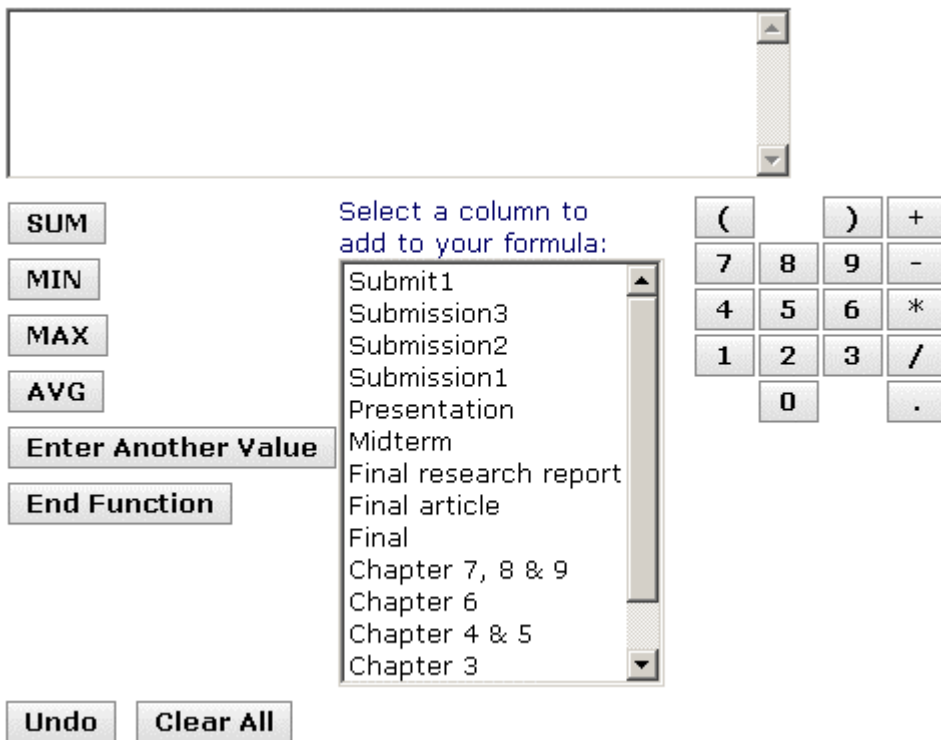
MIN – the minimum value of a number of values is extracted

MAX – the maximum value of a number of values is extracted

AVG – average of a number of values is calculated

Enter Another Value –used to select each of the values to be used in the formula

End Function – The sum, min, max and avg options are called functions. When you use these functions a curly brace is inserted {. You have to end a function (or close the curly brace) before you continue with your calculation.



The next part is explained by means of an example. Suppose your students completed 6 quizzes. You would like to select the best 5 and calculate the average thereof. Each of the quizzes counted out of 10.

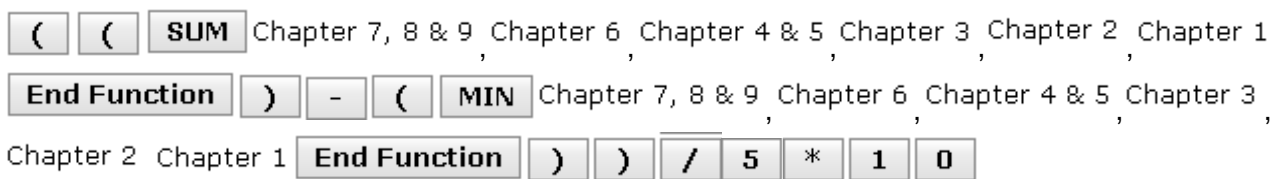
First you have to write the formula down on paper. The undo button will only take you back one step.

In this case it would look like this:

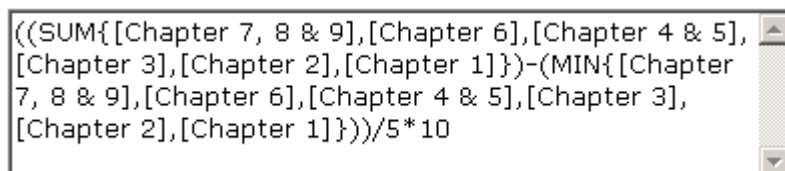
$$((\text{SUM}\{\text{variables}\} - (\text{MIN}\{\text{variables}\}))/5 * 10$$

In order to programme this formula, you will not use the keyboard to enter any of the information, but click on the provided images on screen.

Therefore click as follows



It will look like the image below:



If you are satisfied, scroll down on the page and click on SAVE! If you do not SAVE, you will have to start all over again.

Step 10

The column will now display the result of your formula.