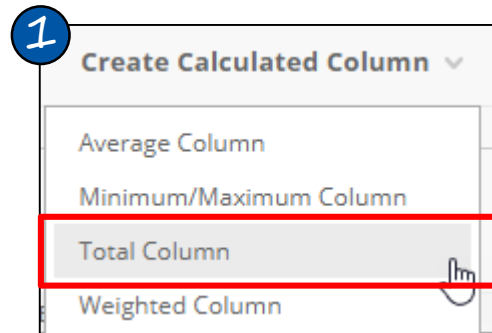# CREATING A TOTAL COLUMN

A total column is created by default and appears in new course shells. You can rename, change the settings, change which columns are included, or delete the column. Instructors may find it helpful to create a second total column to display the students' total score in percentage. To create a new total column, follow the instructions below.

1. In the Full Grade Center, click **Create Calculated Column > Total Column**
2. Type a brief name and an optional description
3. Make a selection in the *Primary Display* menu. The selection is the grade format shown to both instructors and students. The following options appear:
   - *Score*
   - *Letter*
   - *Text*: Examples of text values include: Excellent, Very Good, Good, Fair, and Poor -OR- Satisfactory and Unsatisfactory.
   - *Percentage*
   - *Complete/Incomplete*: When a student submits an item, a *Completed* icon appears in the column regardless of the score achieved
   - *CC Final Grade Options:* You can ignore these options as they were created by NDUS CTS for Grades Integration
4. Optionally, make a selection in the *Secondary Display* menu. The default setting is none. ONLY the instructor sees the *Secondary Display*
5. Select what Grade Center items to include in the column's calculation
6. Set the other desired settings and click **Submit**