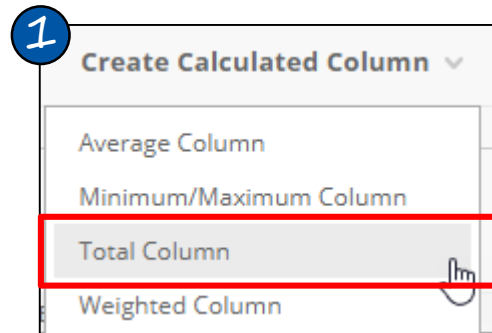


CREATING A TOTAL COLUMN

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**



COLUMN INFORMATION

Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

Rich text editor toolbar with options for text, paragraph, font, size, color, background color, bold, italic, underline, link, unlink, insert, and more.

Path: p Words:0

Primary Display **3**

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display **4**

This display option is shown in the Grade Center only.

DATES

Grading Period

Date Created Jun 5, 2019

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total to **Columns In Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total **5** ☐ All Grade Columns ☐ All Grade Columns in Grading Period ☐ Selected Columns and Categories

Calculate as Running Total ☒ Yes ☐ No