

Create a Calculated (formula) Column

A calculated type column is used when you want WebCT to automatically calculate a value based on other numeric type columns. The following procedure will show you how to add built-in functions, such as summation or average. It's important to note that you may add more complex formulas using these basic steps.

Step 1. Click the **Teach** tab and click the **Grade Book** button in the menu bar.

Step 2. Click the **Create Column** button and select Calculated Column.

Step 3. Fill-in the column settings, which vary by column type and then Click **Save**.
The new column will be placed to the right of the very last column (the far right) in the **Grade Book**.

< Your location: [Grade Book](#) > **Create Column**

Calculated Column

Column Settings

* Column label:

Alignment:

Decimals:

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

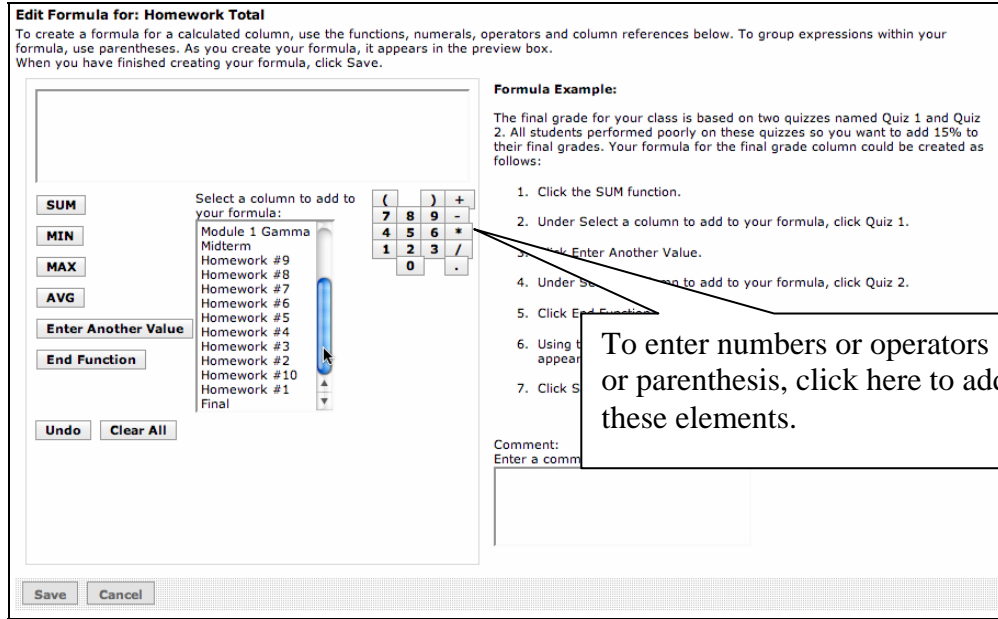
Grade-related column
If selected, the column will appear on the Grades tab.

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

* Required field

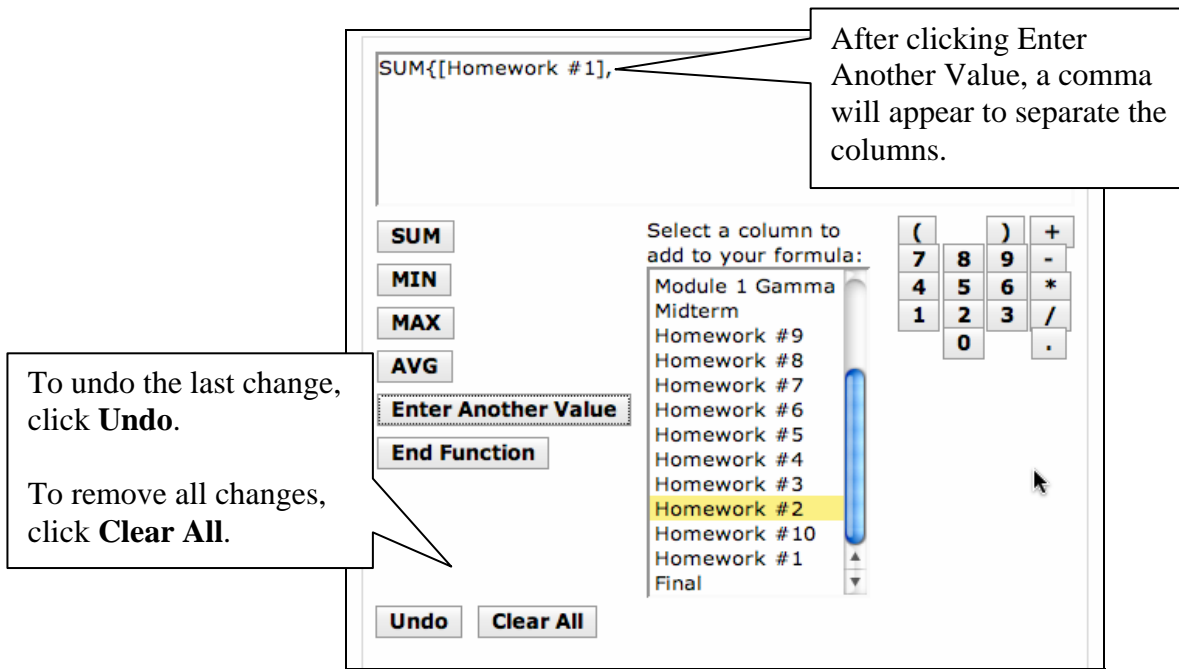
Step 4. Click the **Column's** title to display the action menu and select **Edit Column Formula**. The following screen will appear:



Step 5. Click **Sum** or another function (MIN, MAX, AVG). The Sum formula will automatically add a group of columns (values) and provide the total value. In addition to the Sum formula, the following built-in functions are available from the Edit formula window.

- Min – Determines the minimum value from a group of values.
- Max – Determines the maximum value from a group of values.
- Avg – Determines the average value from a group of values.

Step 6. Select a **Column** to add to the formula.



Step 7. Click **Enter Another Value** button and select a **Column** to add to the Sum formula. Repeat Step 2 and Step 3 to add more columns to the formula.

Step 8. Click the **End Function** button to complete the formula.

Step 9. Click **Save**.

Create a Grading Scheme

The grading scheme column will automatically provide a letter grade to the students based on a grading scheme and the results of another grade book column. The grading scheme includes a default scheme; however, you can easily change the scheme to match your grading scheme.

Step 1. Click the **Teach** tab and Click the **Grade Book** button in the menu bar.

Step 2. Click the **Create Column** button and select **Letter Grade**.

Step 3. Fill in the form including the Label and in the **Based on Numeric/Calculated Column** drop box select a **column** that the letter grade will be based on.

Step 4. Click **Save**.

Step 5. From the grade book view, click the title for your new letter grade column and select **Edit Column Letter Grade Scheme**.

< Your location: [Grade Book](#) > **Edit Letter Grade Scheme**

Edit Letter Grade Scheme for: Grade
Base letter grade on column

Grade	Range	Actions ?
<input type="text" value="A+"/>	<input type="text" value="100"/> and above	
<input type="text" value="A"/>	<input type="text" value="90"/> or greater, and less than 100	<input type="button" value="X"/>
<input type="text" value="B"/>	<input type="text" value="80"/> or greater, and less than 90	<input type="button" value="X"/>
<input type="text" value="C"/>	<input type="text" value="70"/> or greater, and less than 80	<input type="button" value="X"/>
<input type="text" value="D"/>	<input type="text" value="60"/> or greater, and less than 70	<input type="button" value="X"/>
<input type="text" value="E"/>	<input type="text" value="50"/> or greater, and less than 60	<input type="button" value="X"/>
<input type="text" value="F"/>	less than 50	

(insert above selected grade)

Comment:

To delete a grade/row, click the delete icon.

To add another grade, click Add Grade

Step 6. If you have a grading scheme to implement, fill-in the Grade and Range fields as appropriate.

Step 7. Click **Save**.