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 label:					
Alignment: Left 💌					
Decimals: 2 💌					
Maximum value:	(Maximum value must be greater than 0 and less than 100000)				
 ✓ Grade-related column If selected, the column will app ✓ Released to Student If Grade-related column ar this column will appear to 	pear on the Grades tab. nd Released to Student are selected, Students in their My Grades tool.				
Release Statistics None	•				
Save Cancel					
* Required field					

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

SUM MIN MAX AVG Enter Another Value End Function Undo Clear All	Select a column to add to your formula: Module 1 Gamma Midterm Homework #9 Homework #0 Homework #5 Homework #10 Homework #10 Homework #1 Homework #1 Final	() + 7 8 9 - 4 5 6 * 1 2 3 / 0 .	Formula Example: The final grade for your class is based on two quizzes named Quiz 1 and Quiz 2. All students performed poorly on these quizzes so you want to add 15% to their final grades. Your formula for the final grade column could be created as follows: 1. Click the SUM function. 2. Under Select a column to add to your formula, click Quiz 1. 4. Under Select a column to add to your formula, click Quiz 1. 5. Click Enter Another Value. 4. Under Select a column to add to your formula, click Quiz 2. 5. Click Enter Function 6. Using the appear 7. Click S 7. Click S Comment: Enter a comment: Enter a com
Save Cancel			

- **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 for	To delete a				
Base letter grade on column Fin	al 👤	grade/row, click the delete icon.			
Grade	Range and above	Actions ?			
	90 or greate	r, and less than 100 😠			
СВ	80 or greate	r, and less than 90 🖌			
C	70 or greate	r, and less than 80 🔀			
O	60 or greate	r, and less than 70 🛛 🙀			
CE	50 or greate	r, and less than 60 🛛 🙀			
C F	less than 50				
Add Grade (insert above select	cted grade)				
Comment:		To add another grade, click Add Grade			
Save Cancel Save and Set as Default					

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

Step 7. Click Save.