Creating a Total Column

1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Click on the Create Calculated Column button then select Total Column from list.

3. Type in the name of the Total Column in the Column Name text area.

   NOTE: This is a formal name for the column, and is displayed in the Grade Center if no Grade Center Display Name is entered. This field will only accept 15 characters

4. Grade Center Display Name: Do not use this option as it’s not working properly.

5. Optional: Description Type in a description about the column in the Description text area.

6. Primary Display: Use this option to select how the grades will show for this column. This selection will also set how students will see their grades entered for this column.
7. **Optional: Secondary Display:** Use this selection to specify an alternative way to view grades while in the Grade Center. Only course instructors will see this score option. Use the picture below to see this option in action.

![Example Without Secondary Display Set](image1.png)  ![Example With Secondary Display Set as Parentage](image2.png)

8. Decided which columns will be totaled up for this new total column:
   
   a. Choose **All Grade Columns** to add all columns currently in the grade center for each student.

   b. Choose **Selected Columns and Categories** to specify exactly which columns/categories are to be added for the new total column.

![Columns to Select](image3.png)  ![Selected Columns](image4.png)
Choose this option, to select which column or category to be used for totaling:

i. To select **individual Grade Center columns**:

1. To total a specific column, select from the column title listing (A above) then press the right arrow (B above) button to add each column into the **Selected Columns** area. All columns that are placed into the **Selected Columns** area will represent what columns the total column will use for totals.

ii. To select **groups of columns based on their category**:

1. To total a specific category, select from the category listing (C above) then press the right arrow (D above) button to add each category into the **Selected Columns** area. All categories that are placed into the **Selected Columns** area will represent all columns that have been categorized as using the selected category to use for totals.

iii. **NOTE**: to mix the total column by building totals, use the area selected from both column titles and columns –do not double or add empty areas to the totals.

9. **Calculate as Running Total**:  
   a. Select **YES** to total ONLY student work that has grades recorded.

10. **Include this Column in the Grade Center Calculations**:  
    a. Select **YES** and grades entered in this column will be a part of the student’s grades.

    b. Select **NO** and the Grade Center will ignore any grades entered into this column as part of the student’s grades.

11. **Show this Column to Students**:  
    a. Select **YES** to allow students to view this Grade Center column when viewing their grades.

    b. Select **NO** to hide this column from students view.
12. **Show Statistics (average and median) for this column to Students in My Grades:**
   a. Selecting **YES** gives the students the ability to view basic statistics about this column such as class average etc.
   b. Select **NO** and students do not have the ability to view class statistics about this Grade Center column.

13. **Click** the **Submit** button to add a Total column to the Grade Center.

**Editing a Total Column**

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.

2. Locate the total column to edit and click on the column’s contextual menu.

3. Then **select Edit Column Information**.

4. Make the necessary changes and then **click** the **Submit** button to update the total column settings.

**Deleting a Total Column**

Always make sure to back up your Grade Center data before deleting any items from Grade Center.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. Locate the total column to delete and click on the column’s contextual menu.

3. Select Delete Column.

4. Click Ok when prompted