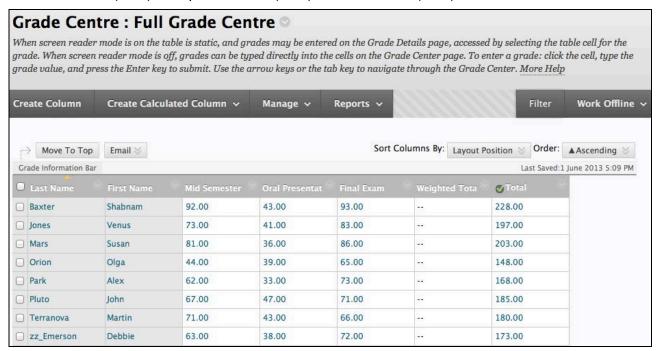


LEARNING MANAGEMENT SYSTEM USER GUIDE: CALCULATE WEIGHTED GRADES

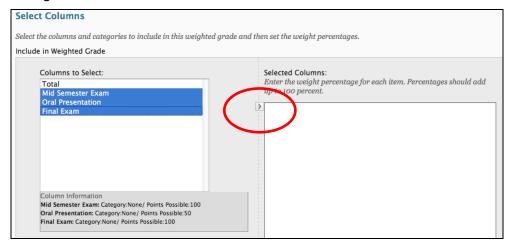
The Grade Centre allows you to create a weighted grade – a grade that is calculated from a series of assessments, with each being given a percentage value toward the grade.

The example used in this guide is for a subject where there are three assessment tasks: mid-semester exam (20%), oral presentation (30%) and final exam (50%).

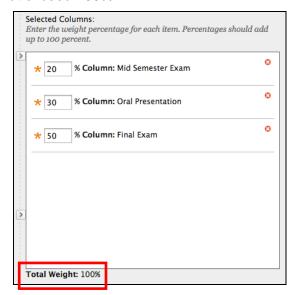


By default, all subjects have a weighted total column. If your weighted column has been used for something else, or has been deleted, you can make another.

- Open the Grade Centre.
- Navigate to the existing weighted column, click the down pointing arrow in the column title and select Edit Column Information. OR
- Create a new Weighted Column: Select Create Calculated Column >> Weighted Column; Enter a logical Column Name and a short Grade Centre Display Name (optional).
- 4. Primary display should be **Percentage**.
- 5. Click Columns to Select (Ctrl click may be used to select multiple) and click the arrow to the right to add to Selected Columns.

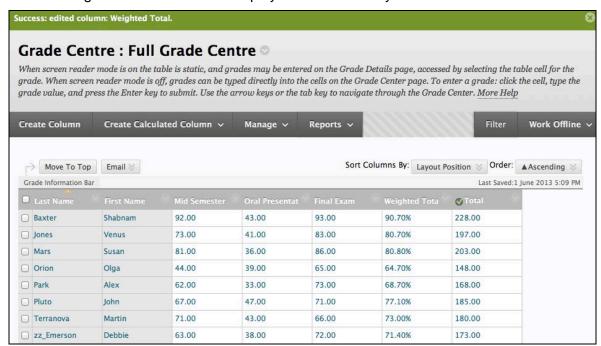


6. Enter the weight percentage for each column selected. Note: The total should not exceed 100%.



- 7. Columns may be removed from the Selected Columns list using the red cross to the right.
- Choose if the column should be calculated as a running total.
 Select Yes if you want only attempted items to contribute to the total.
 Select No if you want unattempted items to have a grade of 0 to contribute to the total.
- 9. Choose if you want to include this column in grade centre calculation.
- 10. Select your preference for Show this Column to Students Yes / No.
- 11. Click **Submit**.

The weighted column will now display totals based on your students' marks.



Note: This was the simplest example of a weighted column. Weighted columns may also use categories to select the columns to be used. If you need additional assistance, please contact the helpdesk: http://www.lms.unimelb.edu.au/support/helpdesk/

Please report any errors or omissions in this guide to lms-guides@lists.unimelb.edu.au