

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%).

Grade Centre : Full Grade Centre

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved: 1 June 2013 5:09 PM

<input type="checkbox"/>	Last Name	First Name	Mid Semester	Oral Presentat	Final Exam	Weighted Tota	Total
<input type="checkbox"/>	Baxter	Shabnam	92.00	43.00	93.00	--	228.00
<input type="checkbox"/>	Jones	Venus	73.00	41.00	83.00	--	197.00
<input type="checkbox"/>	Mars	Susan	81.00	36.00	86.00	--	203.00
<input type="checkbox"/>	Orion	Olga	44.00	39.00	65.00	--	148.00
<input type="checkbox"/>	Park	Alex	62.00	33.00	73.00	--	168.00
<input type="checkbox"/>	Pluto	John	67.00	47.00	71.00	--	185.00
<input type="checkbox"/>	Terranova	Martin	71.00	43.00	66.00	--	180.00
<input type="checkbox"/>	zz_Emerson	Debbie	63.00	38.00	72.00	--	173.00

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.

1. Open the Grade Centre.
2. Navigate to the existing weighted column, click the down pointing arrow in the column title and select **Edit Column Information**. OR
3. 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*.

Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Mid Semester Exam
- Oral Presentation
- Final Exam

Column Information

Mid Semester Exam: Category:None/ Points Possible:100
Oral Presentation: Category:None/ Points Possible:50
Final Exam: Category:None/ Points Possible:100

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

6. Enter the weight percentage for each column selected.

Note: The total should not exceed 100%.

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

20 % Column: Mid Semester Exam

30 % Column: Oral Presentation

50 % Column: Final Exam

Total Weight: 100%

7. Columns may be removed from the *Selected Columns* list using the red cross to the right.

8. 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.

Success: edited column: Weighted Total.

Grade Centre : Full Grade Centre

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Last Name	First Name	Mid Semester	Oral Presentat	Final Exam	Weighted Tota	Total	
<input type="checkbox"/>	Baxter	Shabnam	92.00	43.00	93.00	90.70%	228.00
<input type="checkbox"/>	Jones	Venus	73.00	41.00	83.00	80.70%	197.00
<input type="checkbox"/>	Mars	Susan	81.00	36.00	86.00	80.80%	203.00
<input type="checkbox"/>	Orion	Olga	44.00	39.00	65.00	64.70%	148.00
<input type="checkbox"/>	Park	Alex	62.00	33.00	73.00	68.70%	168.00
<input type="checkbox"/>	Pluto	John	67.00	47.00	71.00	77.10%	185.00
<input type="checkbox"/>	Terranova	Martin	71.00	43.00	66.00	73.00%	180.00
<input type="checkbox"/>	zz_Emerson	Debbie	63.00	38.00	72.00	71.40%	173.00

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