



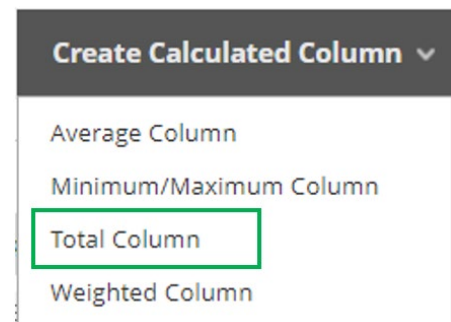
# Create a Total Calculated Column

## Creating a Calculated Total Score Column

Use when either:

- Adding several selected columns together.
- Dropping the highest or lowest grade.
- Using only the lowest or highest value.

1. Click on the **Create Calculated Column** (top left menu)



2. From the dropdown list – Select **Total Column**

3. Give the new column a **Name**.

**NOTE:** This column will be mapped in EDMM to Banner/SMS.

COLUMN INFORMATION:

\* Column Name

Quiz Totals (20) S 22

Grade Centre Name

Suggested naming convention:

Assessment number or type, (mark out of), semester first letter, year.

4. Under 'Include in Total' – Choose '**Selected Columns and Categories**'.

SELECT COLUMNS:

Choose **All Grade Columns** to include all grade columns in the total. If **Grade specific columns or categories** in the total, choose **Selected Columns and Categories**.

Include in Total

All Grade Columns

Selected Columns and Categories

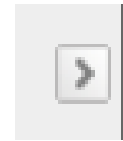
Calculate as running total

Yes  No

*A running total only includes items that hav*

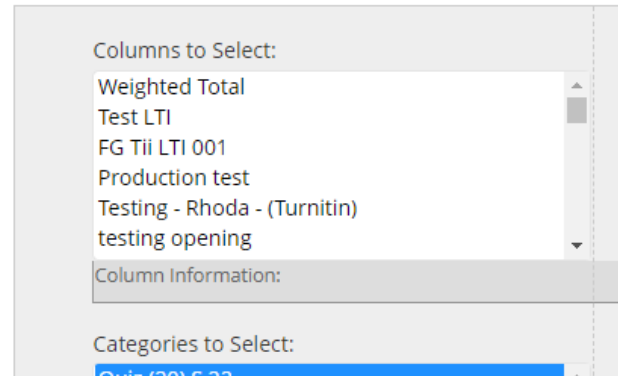
## Create a Total Calculated Column

Click the corresponding arrow beside the box on the right, to add your Columns or Categories.



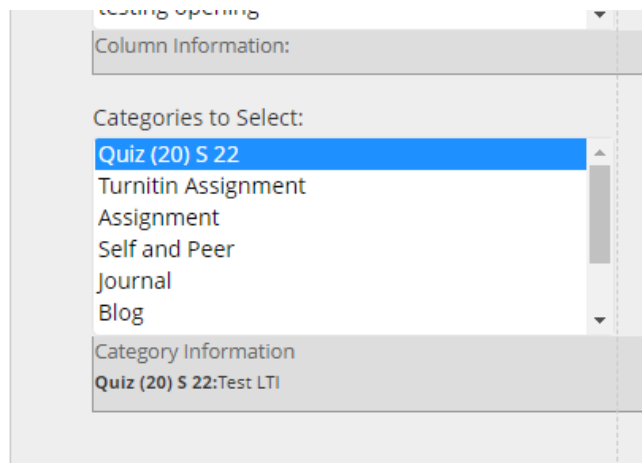
**Option 1** If you are totalling several columns used to grade different parts of the same assessment, choose the columns from the top section panel to add to the box on the right.

1. Click **submit**

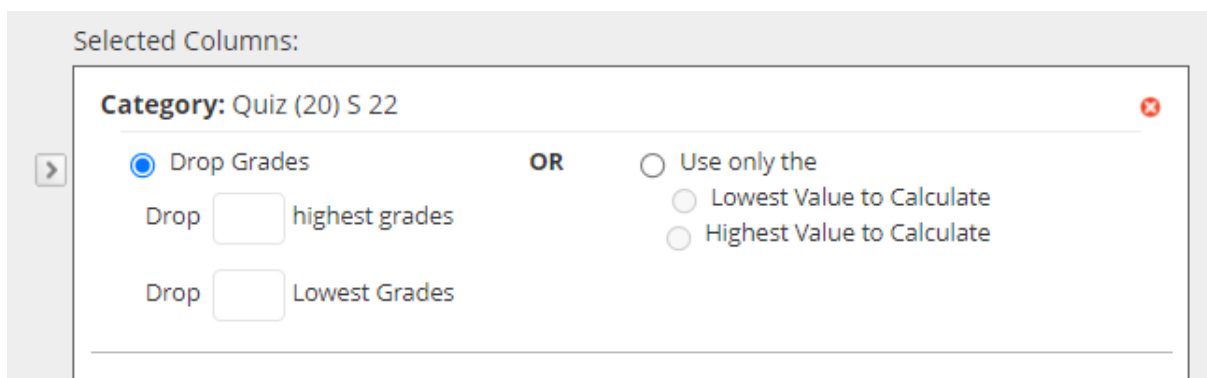


## OR

**Option 2:** If you are dropping the highest or lowest grade, use the lowest or highest value. Choose the Categories from the bottom section panel to add to the box on the right.



1. Select whether you wish to drop some assessment tasks from the Total or only use one answer from a range of answers for the Total.



## Create a Total Calculated Column

**Example:** If you have 4 quizzes, you may only want the top three results to go towards the Total so that you would drop the lowest. You do this by adding 1 to the Drop Lowest Grades.

Drop Grades

Drop  highest grades

Drop  Lowest Grades

Calculate as running total

Yes  No  
*A running total only includes it*

- Decide which **Calculate as Running total** option is best for your assessment:

**Yes:** A running total **only includes** items that have **graded attempts**.

**Example:** You have 5 quizzes, and you have instructed vUWS to drop 2 of the lowest scoring attempts. If the student only attempts 3 of the 5 quizzes. vUWS will ignore that they have not attempted 2 of the 5 quizzes and will **drop 2 of the 3 attempts** leaving the highest-scoring attempt for the assessment grade.

**No:** A running total including **all items** in the calculations, using a **value of 0** for an item **if there is no grade**.

**Example:** You have 5 quizzes, and you have instructed vUWS to drop 2 of the lowest scoring attempts. If the student only attempts 3 of the 5 quizzes. vUWS will add a 0 result for the 2 not attempted and will drop the 2 lowest scoring for the set of 5, totalling the other 3 attempts for the assessment grade.

- Check the other setting for the column and click **Submit** to accept the changes.

Cancel

Submit