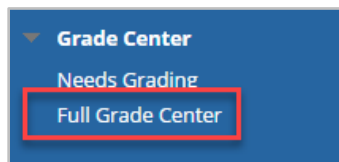


DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

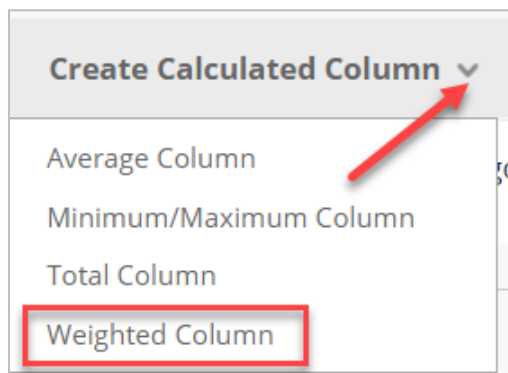
A calculated total or weighted column can be displayed as a letter grade column and marked as an 'external' letter grade.

Instructions

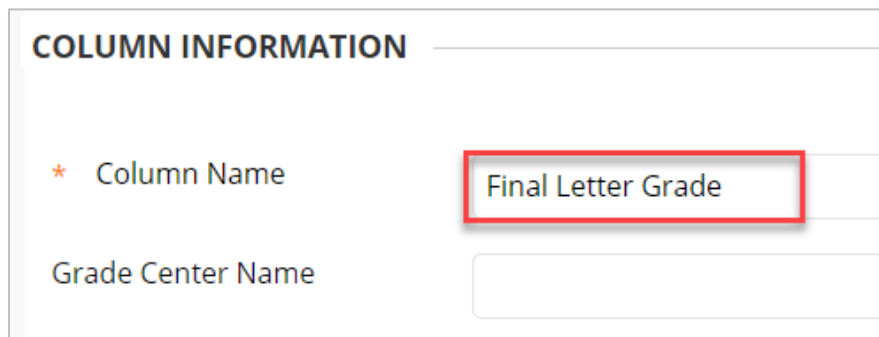
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click **Create Calculated Column**, and then select **Weighted Column**.



3. Provide a name (Final Letter Grade).

A screenshot of a form titled 'COLUMN INFORMATION'. The form has two input fields. The first field is labeled '* Column Name' and contains the text 'Final Letter Grade'. This field is highlighted with a red rectangular box. The second field is labeled 'Grade Center Name' and is currently empty.

4. Choose **JWU Undergrad** under Primary Display.

DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

Primary Display	Text
Secondary Display	Score
	JWU
	Text
	Percentage
	Complete/Incomplete

- In the Columns to Select box, select your **final grade column** (1) from the list and then click the > to move it into the adjacent Selected Columns box.

SELECT COLUMNS

Include in Weighted Grade

Columns to Select:	Selected Columns:
<ul style="list-style-type: none"> Quiz 2 Quiz 3 Midterm Homework Class Blog Final Grade Column Information 	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

2 >

- The final grade column is displayed in the Selected Columns box, enter **100** into the textbox.

Selected Columns:

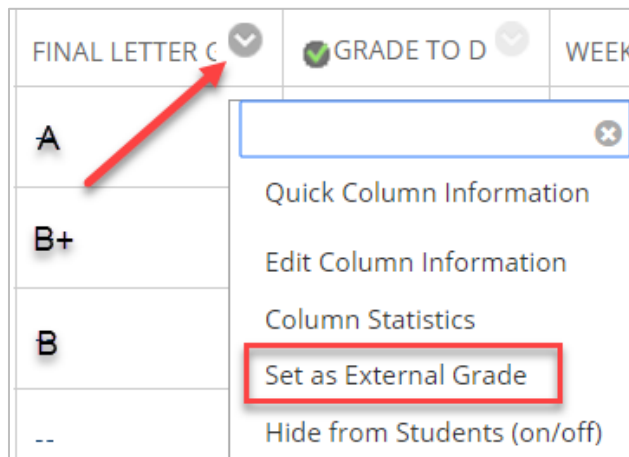
*	<input style="width: 90%; border: 1px solid red;" type="text" value="100"/>	%	Column: Final Grade
---	---	---	----------------------------

- Scroll to the bottom of the page and **Submit**.

<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
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DISPLAY CALCULATED COLUMN AS EXTERNAL LETTER GRADE

8. Locate the **Final Letter Grade** column in the grade center. Click the **down arrow icon** next to the title and choose **Set as External Grade** from the menu.



9. The Final Letter Grade column will have a green check next to it.

