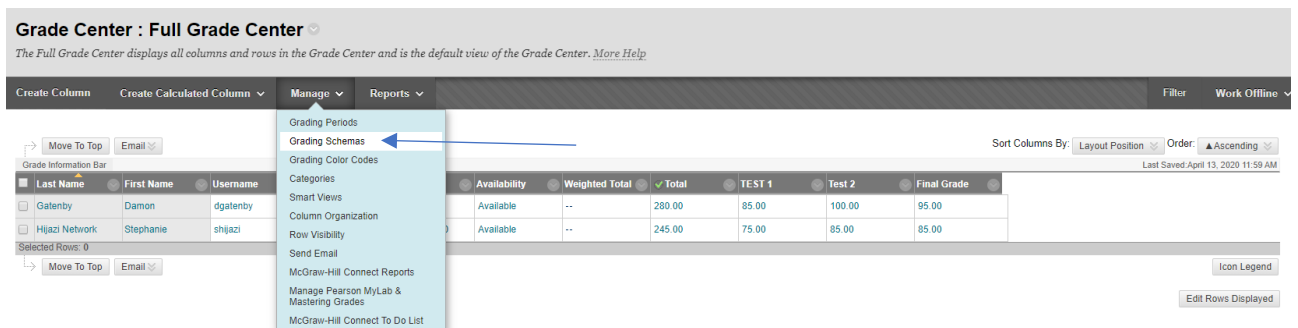


## How to setup a calculated final letter grade column

In MyCourses, go to your gradebook by navigating to your course, under Course Management select Grade Center and then Full Grade Center.

1. Before you can create your automatically calculated letter grade column you need to make sure that the grading schema is correct. To do so go to Manage > Grading Schemas



**Grade Center : Full Grade Center**  
*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Grade Information Bar: Move To Top Email

Grade Information Table:

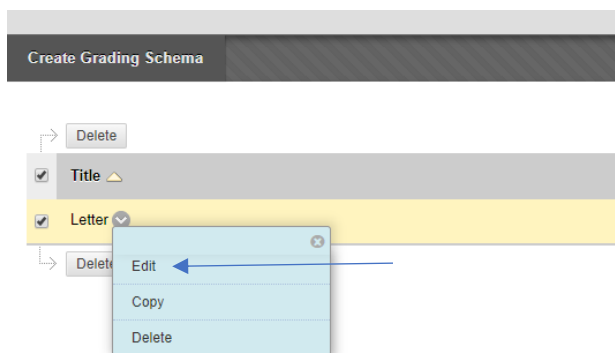
Last Name	First Name	Username	Availability	Weighted Total	Total	TEST 1	Test 2	Final Grade
Gatenby	Damon	dgatenby	Available	--	280.00	85.00	100.00	95.00
Hijazi Network	Stephanie	shjazi	Available	--	245.00	75.00	85.00	85.00

Selected Rows: 0

Sort Columns By: Layout Position Order: Ascending

Manage > Grading Schemas

2. Select the down arrow next Letter grade schema and select "Edit".



**Create Grading Schema**

Delete

Title ▲

Letter ▼

Delete

Context Menu for Letter:

- Edit
- Copy
- Delete

3. The Schema information will display. One can delete rows, insert rows and assign different grades in this area. When confirmed click "Submit".

## Edit Grading Schema

Grading schemas map percent scores to letter grades or some other notation for reporting performance. [More Help](#)

\* Indicates a required field.

### SCHEMA INFORMATION

\* Name

Description

### SCHEMA MAPPING

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	<input type="text" value="A+"/>	A+	98.5 %	<input type="button" value="✕"/>
94 % and Less Than 97 %	<input type="text" value="A"/>	A	95 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
90 % and Less Than 94 %	<input type="text" value="A-"/>	A-	91.5 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
87 % and Less Than 90 %	<input type="text" value="B+"/>	B+	88.5 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
84 % and Less Than 87 %	<input type="text" value="B"/>	B	85 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
80 % and Less Than 84 %	<input type="text" value="B-"/>	B-	81.5 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
77 % and Less Than 80 %	<input type="text" value="C+"/>	C+	78.5 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>
0 % and Less Than 77 %	<input type="text" value="F"/>	F	55 % <input type="button" value="Delete Row"/>	<input type="button" value="✕"/>

Click Submit to proceed.

- In the Grade Center, now create the automatic letter grade column by clicking on "Create Column" and then "Weighted Column".

## Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name	First Name	Student ID	Last Access	Availability	Weighted Total	Total	TEST 1	Test 2	Final Grade
Gatenby	Damon	dgatenby	April 6, 2020	Available	--	280.00	85.00	100.00	95.00
Hijazi Network	Stephanie	shijazi	April 13, 2020	Available	--	245.00	75.00	85.00	85.00

- Insert a name in Column Name, then Select Letter (or the schema you have created) for Primary Display.

## Create Weighted Column

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be

\* Indicates a required field.

### COLUMN INFORMATION

\* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

### Description

Rich text editor with toolbar and content area.

Primary Display   lay in this format in both the Grade Center and My Grades.

Secondary Display   shown in the Grade Center only.

### DATES

6. Select the Column you would like to have a letter grade calculated automatically for and select the > arrow to place it in the Selected Columns area.

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:  
Weighted Total  
Total  
TEST 1  
Test 2  
Final Grade

Column Information  
Final Grade: Category:None/ Points Possible:100

Categories to Select:  
Assignment  
Survey  
Test  
Discussion  
Blog  
Journal  
Self and Peer  
Category Information

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

Total Weight: 0.00%

Calculate as Running Total  Yes  No  
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

7. Assign 100% to the column

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

\* 100 % Column: Final Grade

Total Weight: 100.00%

8. Choose if you would like to show this column to students and then click "Submit".

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

Click **Submit** to proceed.

Cancel Submit

9. The final letter grade column will now appear along with the automatically assigned letter grade. If you would like to the letter grade synced when in COIN, make sure to click on the down arrow next to the column and select “Set as External Grade”.

