

Creating a Running Total in the WebCT 6.0 Grade Book

Faculty often want to know how to set up the grade book so that students will have an accurate representation of their grade at any point in the semester. One way to provide such information is to create a "running total". This method works well if you use total points instead of percentages for your grade calculation.

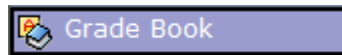
Create formula for Calculated Total Points Column

You can create a running total in one of two ways. You can either:

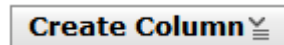
- create all your grade columns at the beginning of the term then set up your total points formula to include all these columns or
- create your grade columns as you go along in the semester and update your total points formula each time to include the new column or columns added.

Whichever of the methods above you choose, once your columns are in place, you will need to create your formula as follows:

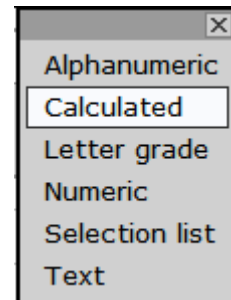
- From the **Teach** tab, select **Grade Book**.



- From the Grade Book, click **Create Column**.



- From the **Create Column** drop down menu, click **Calculated**.



- Label your column and check the box next to Grade-related column. Check the box if you want to release to Students.

Calculated Column

Column Settings

* Column label:

Alignment:

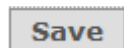
Decimals:

Maximum value:

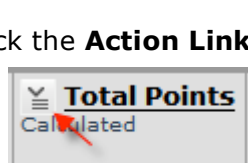
Grade-related column
If selected, the column will appear on

Released to Student

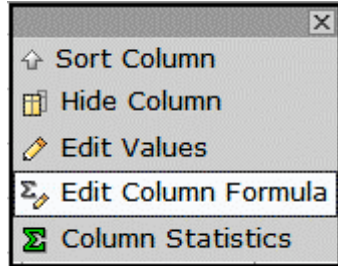
- Click **Save**.



- Click the **Action Link** of the new created "Total Points" Column.



7) From the Action Link drop down menu, click **Edit Column Formula**.



8) From the Edit Formula screen enter the following formula:

SUM

- Click **SUM**
- Next you will add all the columns you want to be included in the total points sum. Click the column name then click **Enter Another Value**

SUM{[Assignment 1],[Assignment 2],[Quiz 1],[Quiz 2],[Quiz 9],[Default Topic]}

- When all the items you want to add are in the list, click **End Function**.

End Function

SUM{[Assignment 1],[Assignment 2],[Quiz 1],[Quiz 2],[Quiz 9],[Default Topic]}

- Click the **Save** button to save the Formula

Save

Note 1: When a formula refers to an empty column, the value of that column is either treated as a zero or ignored. In the example above, if no student scores had been entered for Quiz 9, then the scores for Assignment 1, 2, Quiz 1, 2, and Default Topic would be summed and the value inserted in the Total Points column as a running total. Running totals are italicized and appear in parenthesis.

Note 2: If you chose option a) on page 1, then your Total Points column will be accurate throughout the term. Immediately upon entering student scores for a particular column the Total Points column will update. If you chose option b), then you must update your Total Points formula each time you add a new column and include that new column in the calculation.