



How do I create a weighted column in the Grade Center?

The weighted column is used to add weights to some assessments. This could best be explained according to an example:

If you have 5 assignments, all counting out of a different total and in total adds up to 140. How do you display that this is now only 25% of their semester mark. This is what I could do with the Grade Center:

I created 5 assignment columns in clickUP using the Create column option in the Grade Center.

Grade Centre : Full Grade Centre

In the **Screen Reader mode**, the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending Hide Colour Coding

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Assign1	Assign2
Eight	Student	student8			Available	--	--	--	--
Five	Student	student5			Available	--	--	--	--

There I selected that the primary display is the score with the percentage as secondary display.

1. Column Information:

Column Name: Assign1

Grade Centre Display Name: Assign1

Description

Path: body

Primary Display: Score
Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and My Grades.

Secondary Display: Percentage
This display option is shown in the Grade Centre only.

Category: No Category

Points Possible:

2. Dates

Date Created: 15-Sep-2011

Due Date: None

Enter dates as dd/mm/yyyy

This then puts the percentage in () – I thought that’s cool 😊.

Grade Information Bar								
Last Name	First Name	Assign1	Assign2	Assign3	Assign4	Assign5	Weighted column	Te
Eight	Student	--	--	--	--	--	--	--
Five	Student	--	--	--	--	--	--	--
Four	Student	--	--	--	--	--	--	--
Nine	Student	--	--	--	--	--	--	--
One	Student	15.00 (75.00%)	22.00 (73.33%)	30.00 (60.00%)	5.00 (50.00%)	15.00 (50.00%)	21.33 (62.00%)	--
Seven	Student	--	--	--	--	--	--	--

So the columns looked like the table displaying below:

	Total out of
Assignment 1	20
Assignment 2	30
Assignment 3	50
Assignment 4	10
Assignment 5	30
Total	140

Then I created a 6th column using the Create Calculated Column, Weighted column. I used Excel to work out how much each assignment now counts out of 100, i.e.

	Total out of	Percentage to get to 100
Assignment 1	20	$20 * 1.4 = 14.28571429$
Assignment 2	30	$30 * 1.4 = 21.42857143$
Assignment 3	50	$50 * 1.4 = 35.71428571$
Assignment 4	10	$10 * 1.4 = 7.142857143$
Assignment 5	30	$30 * 1.4 = 21.42857143$
Total	140	100

This is what it looks like in clickUP then.

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

Categories to Select:
Assignment
Survey
Test
Discussion
Blog
Journal

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

* 14	% Column: Assign1	✖
* 21	% Column: Assign2	✖
* 36	% Column: Assign3	✖
* 7	% Column: Assign4	✖
* 22	% Column: Assign5	✖

Total Weight: 100%

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.

4. Options

Select No for the first option to exclude this Grade Centre 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 Centre Yes No

But this is still a mark out of 100%. As I understood from the user, these 5 assignments will count towards 25% of the semester mark. So, I created another weighted column and in there I used the previous weighted column and added 2 more tests to make up the Semester mark out of 100%. This is what it will look like in clickUP:

3. 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
- Assign1
- Assign2
- Assign3
- Assign4
- Assign5

Column Information:

Selected Columns:

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

- * 25 % Column: Weighted column
- * 50 % Column: Test1
- * 25 % Column: Test2

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal

Category Information:

Total Weight: 75%

So, if the students have not yet written the two tests, they can still see that they have already accumulated something towards the semester mark:

	Last Name	First Name	Assign2	Assign3	Assign4	Assign5	Weighted colun	Test1	Test2	Semester mark
<input type="checkbox"/>	Eight	Student	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Five	Student	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Four	Student	--	--	--	--	--	--	--	--
<input type="checkbox"/>	Nine	Student	--	--	--	--	--	--	--	--
<input type="checkbox"/>	One	Student	22.00 (73.33%)	30.00 (60.00%)	5.00 (50.00%)	15.00 (50.00%)	21.33 (62.00%)	--	--	21.33 (62.00%)

But I thought that this mark rather did not look correct! Then I read the screen ☺. If you select Calculate as running total to be Yes, it will work out the column weight only according to those columns that has marks. BUT I wanted to see how much they have so far for the semester. Then you have to select the NO option, so that it will add 0's for those columns that does not have marks yet. See screens below.

Include in Weighted Grade

Columns to Select:
 Weighted Total
 Total
 Assign1
 Assign2
 Assign3
 Assign4
 Assign5

Categories to Select:
 Assignment
 Survey
 Test
 Discussion
 Blog
 Journal

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

- * 25 % Column: Weighted column
- * 50 % Column: Test1
- * 25 % Column: Test2

Total Weight: 100%

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.

This is then what the students will see:

Last Name	First Name	Assign2	Assign3	Assign4	Assign5	Weighted column	Test1	Test2	Semester mark
Eight	Student	--	--	--	--	--	--	--	0.00 (0.00%)
Five	Student	--	--	--	--	--	--	--	0.00 (0.00%)
Four	Student	--	--	--	--	--	--	--	0.00 (0.00%)
Nine	Student	--	--	--	--	--	--	--	0.00 (0.00%)
One	Student	22.00 (73.33%)	30.00 (60.00%)	5.00 (50.00%)	15.00 (50.00%)	21.33 (62.00%)	--	--	6.18 (15.50%)

So, please read the screen carefully and decide what you want to display for the students.