

Weighting and Dropping the Lowest Score for Each Student

Weighted columns allow weighting of grades and are useful for dropping grades. You can drop the lowest score from either an entire category or a single column, or a group of columns. You can also drop as many low scores as you wish.

To set up a weighted column:

The screenshot shows the Southwestern College Grade Center interface. At the top, there is a navigation bar with 'MY WELCOME PAGE', 'MY SWC COURSES', 'FACULTY SUPPORT', and 'MY OR'. Below this is a breadcrumb trail: 'TRAVEL--SOPACIFIC,ASIA,ORIENT (07FA_TT_164_501) > CONTROL PANEL > GRADE CENTER'. The main heading is 'Grade Center (Basic View)'. A text box explains: 'Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the Grade Center. Use the contextual menus to modify column properties and access grade details.' Below this are buttons for 'Add Grade Column', 'Add Calculated Column', 'Manage', and 'Email'. The 'Add Calculated Column' button is highlighted, and a dropdown menu is open, showing 'Weighted' and 'Total' options. The 'Weighted' option is selected. Below the menu is a table with columns: 'Last Name', 'First Name', 'Average', 'Last Access', and 'Availability'. The table contains 18 rows of student data. A callout box with an arrow points to the 'Add Calculated Column' button and the 'Weighted' option in the dropdown menu.

1. Click Add Calculated Column and choose Weighted from the drop down menu.

Southwestern College
Chula Vista, California

Home Help Logout

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TRAVEL—SOPACIFIC.ASIA.ORIENT (07FA_TT_104_501) > CONTROL PANEL > GRADE CENTER > ADD WEIGHTED COLUMN

1 Column Information

Column Name

Grade Center Display Name
Displays as the column header in the Grade Center and cannot exceed 15 characters

Description

Normal 3 Times New Roman B I U S x²

Path: body

Primary Display Percentage
Calculated grades will display in this format in the Grade Center and My Grades.

Secondary Display None
This is an additional display option which will be shown in the Grade Center only.

2 Dates

Creation Date Jul 15, 2008

2. Enter the information in **Column Information** in the same way as setting up a grade column

To weight by individual grades or categories:

Southwestern College
Chula Vista, California

SUMMER 2008 My SWC Grades Send an Email SWC Home Page

Home Help Logout

MY WELCOME PAGE MY SWC COURSES FACULTY SUPPORT MY ORGANIZATIONS ONLINE LIBRARY WEB ADVISOR System Admin Scholar

3 Select Columns

Select the columns and/or categories to include in this weighted grade, then set the weight percentages.

Include in Weighted Grade

Columns to Select: Selected Columns:

Total Weighted Total
Who are you? (5 points)
Plagiarism Test
Self Interview
Client 1
Client 2
Audio

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

Total Weight: 0%

Categories to Select:

Forum Grade
Test
Discussion
Writing
Class Participation
Interviews

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

4 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

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

5 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Under **Columns to Select** click on the column name which you would like to weigh

Click the small right arrow located next to the column names or categories to move the columns to the **Selected Columns** area. Repeat this until you have all your desired columns included.

Chose your options if you want to include the columns or categories in the grade center calculations and allow your students to see the grades in the **MY GRADES** feature

Southwestern College
 Home Help Logout
 SUMMER 2008
 My SWC Grades SWC Home Page

MY WELCOME PAGE MY SWC COURSES FACULTY SUPPORT MY ORGANIZATIONS ONLINE LIBRARY WEB ADVISOR System Admin Scheduler

2 Dates
 Creation Date Jul 15, 2008

3 Select Columns
 Select the columns and/or categories to include in this weighted grade, then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Weighted Total
- Who are you? - (5 points)
- Self Interview
- Client 1
- Client 2
- Audio
- Extra Credit
- Column Information
- Chapters 41-43: Category: None! Points Possible: 75

Categories to Select:

- Forum Grade
- Discussion
- Class Participation
- Interviews
- Category Information
- Test

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

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop: highest grades Lowest value to calculate

Drop: lowest grades Highest value to calculate

Total Weight: 0%

Calculate as running total Yes No

A running total only includes items that have grades or attempts. Selecting No for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.

Enter the weight (represented as a percent) that you would like each selected column to represent. (You can remove columns by clicking the red "x" on the right side.) The weighted columns should add up to 100%.

Choose the selection **Calculate as a Running Total** so the grade center will **ONLY** calculate grades that have been graded

Click **Submit**  and your new weighted column will appear in **Grade Center**.

Dropping the lowest grade;

You can **ONLY** drop the lowest grade from a category, using Weight by Category. The lower part of the Weight by Category screen allows you to either drop "x" number of high or lower grades, or to use only the highest or lowest value in the calculation.

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

% Column: Plagiarism Test

% Column: Chapters 41-43

% Category: Writing

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop: highest grades Lowest value to calculate

Drop: lowest grades Highest value to calculate

% Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop: highest grades Lowest value to calculate

Drop: lowest grades Highest value to calculate

Total Weight: 0%

hat have grades or attempts. Selecting No for this option includes all items in the calculations, using a value of 0 for the item if there is no grade.

Notice there is no dropping the lowest grade choice from single columns. **To drop the lowest grade from a single column you must make that column name a category all by itself**

Notice this is a category and shows the options of dropping the lowest or highest grades or use only the lowest or highest value to calculate

Click the radio button next to "Lowest value to calculate" or "Highest value to calculate." (Note that this drops all other scores in the category, except the highest or lowest grade.

In order to drop either the highest or the lowest grade, enter the number of high or low grades to drop. If you only want to drop the **SINGLE** lowest grade, enter a "1"