Create a Calculated Column

**Step-by-step**

- **Smart Views** are filtered views of data that originate from the Full Grade Center.
- To get started, make sure to be on the Full Grade Center page.
- Hover over the Create Calculated Column tab. The types of calculated columns are displayed, such as an average, minimum/maximum, total, and weighted. For this tutorial, click on Average Column.

The Create Average Column page appears. For this tutorial, the ‘Paper 1’ and ‘Paper 2’ columns created for G08-Create a Smart View will be used. The Average Column will be used to find the average of the two scores from these columns.

First, click in the Column Name field and provide a name for the column. For this tutorial the name ‘Average of Paper 1 & 2’ will be used. Additionally, click in the Grade Center Name field to give a shorter name that will appear in the Full Grade Center to condense the width of the average column, such as ‘Avg Paper 1&2’.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Average of Paper 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Center Name</td>
<td>Avg Paper 1 &amp; 2</td>
</tr>
</tbody>
</table>

Displays as the column header in the Grade Center. Cannot exceed 15 characters.
Locate Select Columns. Click on the radio button next to the option Selected Columns and Categories, to show further options. Using the list of columns in the Columns to Select text area, click on Paper 1 and then click the grey arrow button to the right of the text area. Do the same for Paper 2.

Note: to select multiple columns or categories, hold down the Ctrl key on the keyboard.

Once the grey arrow button has been clicked for both columns, they will appear in the Selected Columns area on the right side of the page.

Select Yes for the Calculate as Running Total option, which only includes cells that have a grade and ignores those that are blank.

In Options, select Yes for the Include this Column in Grade Center Calculations. Additionally, select Yes for the option Show this Column to Students and select No Show Statistics.

select Submit.
The new **Average of Paper 1 & 2** column will appear on the far right of the list of columns and show the averages of grades inputted into **Paper 1** and **Paper 2**.