Adding a Minimum/Maximum Column to the Grade Center

While a Minimum/Maximum Column is rather uncommon, it can be used by an Instructor to visualize student performance or to determine whether/how to apply grade weighting for example. The Instructor may also choose to create such a column and make it visible to the students so they can determine their class standing. The instructions here-in outline the process of creating a total column.

To add a Total Column to the Grade Center:

1. Click on the Full Grade Center link under Grade Center in the Course Management menu.
2. Click Create Calculated Column.
3. From the resulting Action Link menu, select Minimum/Maximum Column.
4. In Option 1 Column Information:
   - a. Add a Column Name. (required) – This name will appear within My Grades and the Grade Center unless a Grade Center Display Name is added.
   - b. Add a Grade Center Display Name (optional) - This name will only appear in the Grade Center as the column name.
   - c. Provide a brief Description of the item. (optional)
     Note: Description text entered here will be visible to students in My Grades.
   - d. Select a Primary Display option. (required) – It is important to note that “Grades must be entered based on this selection and will display
in this format in the Grade Center and My Grades.”

Options include:

- **Score** *(default)*
- Letter - reflects the Dartmouth College grading Schema unless modified by the Instructor *(See Creating Grading Schemas in Grade Center).*
- Text
- Percentage
- **Complete/Incomplete**

**e.** Add a **Secondary Display** option. *(optional)*  
**Note:** The Secondary Display appears next to the Primary Display in the Grade Center and is only visible to the Instructor.

5. **Option 2 Dates** will present the Date Created information.

6. In **Option 3 Select Columns**, select the **Calculation Type** as either **Minimum** or **Maximum**.

7. In **Option 3 Select Columns** under Include in Minimum/Maximum, select one of the two options below:

   a. Click **All Grade Columns**. *(no further action required)*  
   **Note:** Columns with Primary Display set as Text will not be calculated.

   b. Click **Selected Columns and Categories**. *(Additional steps below)*
To select columns and/or categories:

1. Select column(s) or category(s) from the **Columns to Select** and/or **Categories to Select** areas.
   **Note:** Select multiple items using **CTRL + Click** or **Shift + Click** on the PC or **Command + Click** or **Shift + Click** on Mac.

2. Click the **[right directional arrow]** to move the selected items to the **Selected Columns** area.
   **Note:** Click the **red “x”** to remove an item from **Selected Columns**

8. Before leaving **Option 3**, select **Yes** or **No** to indicate whether the column should **Calculate as a running total**.

9. In **Option 4 Options**:
   - Select **Yes** or **No** to include the column in the Grade Center Calculations.
   - Select **Yes** or **No** to show the column to the students in My Grades.
   - Select **Yes** or **No** to show statistics for the column to the students in My Grades.

10. Click **[Submit]** to finish creating the column.