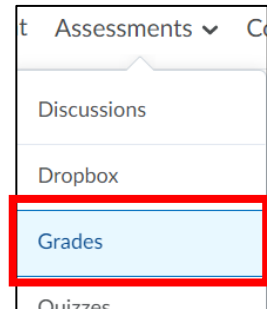
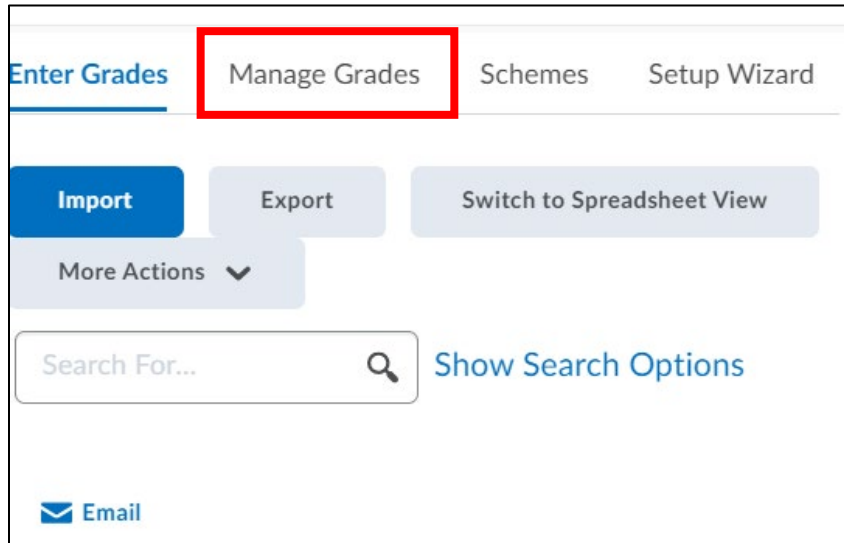


## Adding a Calculated Midterm Grade Column

1. In the course, go to **Grades** from the Assessment menu.

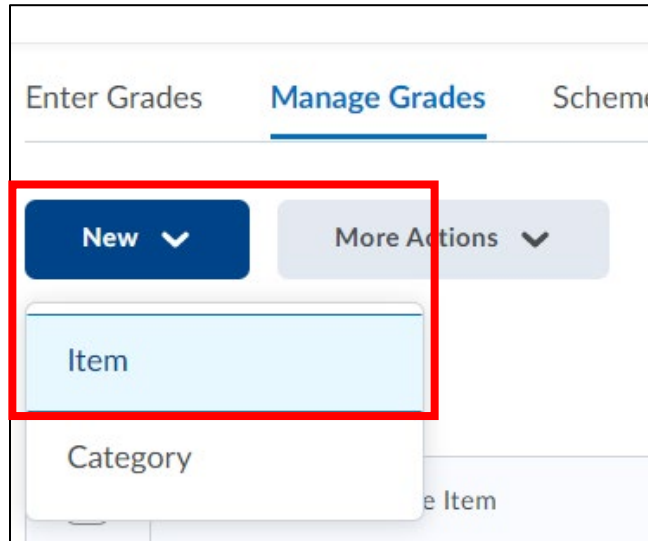


2. Click **Manage Grades** on the Grades screen.

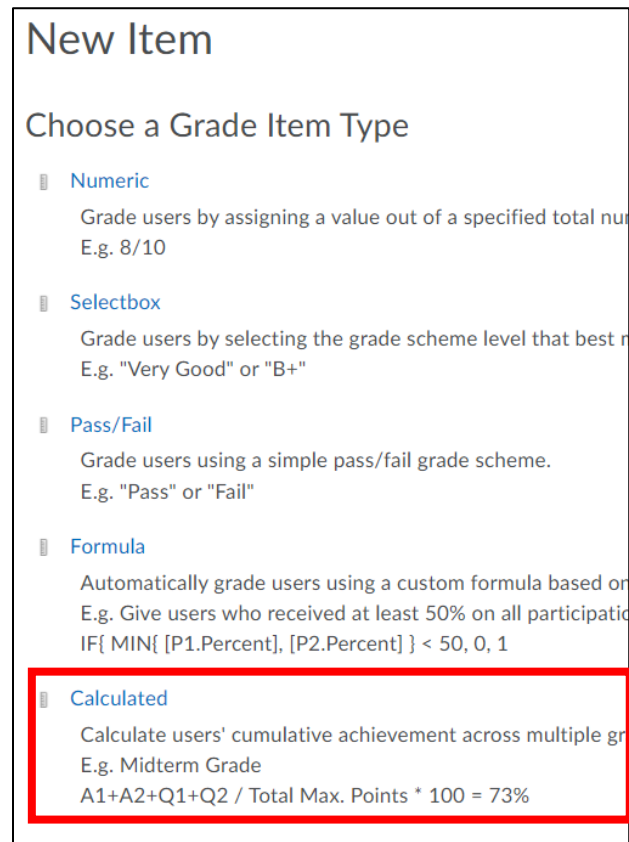


## Adding a Calculated Midterm Grade Column

3. Select **Item** from the **New** button drop-down menu



4. Click **Calculated** from the types of grade items listed.



## Adding a Calculated Midterm Grade Column

5. Give your column a title in the **Name** textbox.

### New Item

Properties Restrictions Objectives

#### General

Type  
Calculated

**Name \***

Short Name

 ?

Category

None ▾ [New Category]

▼ Hide Description

Description

## Adding a Calculated Midterm Grade Column

6. Select the items to be included in the calculation of the midterm grade.

### Grading

Can Exceed  ?

Grade Scheme  ?

Calculation

<input type="checkbox"/>	Grade Item to Include
<input type="checkbox"/>	Quizzes
<input type="checkbox"/>	Penny For Your Thoughts
<input type="checkbox"/>	Introductory Post

Subtotal

7. Click **Save and Close** to save the column in the grades area.

## Adding a Calculated Midterm Grade Column

8. Note the column in the list on the Manage Grades screen. Determine if you want the column hidden or visible to students.

The screenshot shows the 'Manage Grades' interface. At the top, there are navigation tabs: Course Home, Content, Assessments, Communication, Zoom, Videos, Tutor Me, and More. Below these are 'Enter Grades', 'Manage Grades' (selected), Schemes, and Setup Wizard. There are also 'Settings' and 'Help' icons. A 'New' button and a 'More Actions' dropdown are visible. A 'Bulk Edit' link is present. The main table lists grade items with columns for checkboxes, Grade Item, Type, Association, and Max. Points.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Quizzes			0
<input type="checkbox"/>	Penny For Your Thoughts	Numeric	External Learning Tool	10
<input type="checkbox"/>	Introductory Post	Numeric	-	10
<input type="checkbox"/>	Midterm Grade	Calculated	-	-
<input type="checkbox"/>	Final Calculated Grade			20

9. On the **Enter Grades** screen, note the column auto-calculates as scores are entered for individual assignments.

The screenshot shows the 'Enter Grades' interface. At the top, there are navigation tabs: Enter Grades (selected), Manage Grades, Schemes, and Setup Wizard. There are also 'Settings' and 'Help' icons. Below these are 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions' buttons. A search bar and 'Show Search Options' link are present. An 'Email' link is also visible. The main table shows student information and grades for three items: Penny For Your Thoughts, Introductory Post, and Midterm Grade. The 'Midterm Grade' column is highlighted with a red box.

Last Name, First Name, Username	Penny For Your Thoughts	Introductory Post	Midterm Grade
MTSU, Online, MOStudent	100 %	0 %	50 %