Topic: Creating a Calculated Grade – Points Gradebook

You can set up a calculated grade item in a points gradebook that will accurately calculate student scores based on a subset of grade items – a cumulative achievement grade. You can either leave the set of grade items as-is to reflect a specific point in time or benchmark (e.g., midterm) or edit the calculated grade item as needed to provide a cumulative running grade.

Use this tutorial to learn how to create a calculated grade item in a points gradebook. You will also learn about recommended settings when using a calculated grade item with a points gradebook.

Note: This tutorial is not meant for instructors using a weighted gradebook.

Creating the Calculated Grade Item

1. In the Grades tool, go to the Manage Grades page.
2. Click New and select Item.
3. From the Grade Item Type list, select Calculated.
4. Enter a Name for the grade item.
5. You can enter a Short Name to display in the grade book.

In the Calculation section, check the checkboxes beside the grade items to include them in the calculation.

6. Click Save and Close to The new calculated grade item will appear at the bottom of the list.

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**Note:** If you want to display a cumulative grade to your students, be sure to add any newly graded items to this calculated grade so those new items can be factored into the score.

**Student View of Calculated Grade**

Students will see a grade item similar to the following on their gradebook:

Students can click on the calculator icon to display the formula for their calculated grade. See an example below.

**Be Aware of Your Ungraded Items Setting**

In your grade settings, you have the option to choose if you want grade items that have not yet been graded to be treated as a zero until the grade is entered, or to be dropped (treated as a null) until the grade is entered.

1. From within any page of the gradebook, click on **Settings** in the upper right corner.
2. Click on the **Calculation Options** tab.
3. Scroll down to **Grade Calculations**.
4. Select **Drop ungraded items** or **Treat ungraded items as 0**.
5. Click [Save].
**Note:** To display an accurate cumulative score using the **Drop Ungraded Items** option (in either your final grade or the calculated grade item), you must enter a zero (0) in the gradebook for any **incomplete assignments** (e.g., failed to submit a paper to the Assignment folder). Otherwise that grade item will be dropped (ignored) and not be factored into the cumulative grade.

**Note:** If you wish to **Treat Ungraded Items as 0** and have zeroes automatically entered into the grade columns for items not yet graded, you will not be able to keep an accurate running total of the final grade in the Final Grade column. With this setting, to keep a running total of the final grade available, you would need to create a Calculated grade item as described above, and update at item each time an assignment is graded.

**For More Information**

Please contact the Office of Online Learning at support@mnstate.edu or 218.477.2603, option 3 if you have questions about this material.