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.
6. In the Calculation section, **check** the checkboxes beside the grade items to include them in the calculation.
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7. **Click Save and Close** to

   The new calculated grade item will appear at the bottom of the list.

8. If you wish to move the grade item to a different location, go to the top of the Manage Grades window and click **More Options** and select **Reorder**.

**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

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

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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 if you have questions about this material.