

# Creating a formula for a Calculated Column

## Basic Procedure

1. [Navigate to the Gradebook from the Teach tab](#)
2. [Click on the title of the calculated column and choose option to Edit Column Formula](#)
3. [Enter formula then save it](#)

### Examples

[Example 1: Using the function buttons](#)

[Example 2: Using the keypad to enter a weighted formula](#)

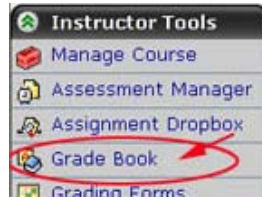
## Detailed Instructions

### Step 1: Navigate to the Gradebook from the Teach tab

Click on Teach tab



Click on Gradebook

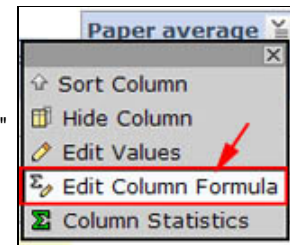


### Step 2: Click on the title of the calculated column and choose option to "Edit Column Formula"

Click on column title



Click on "Edit Column Formula"



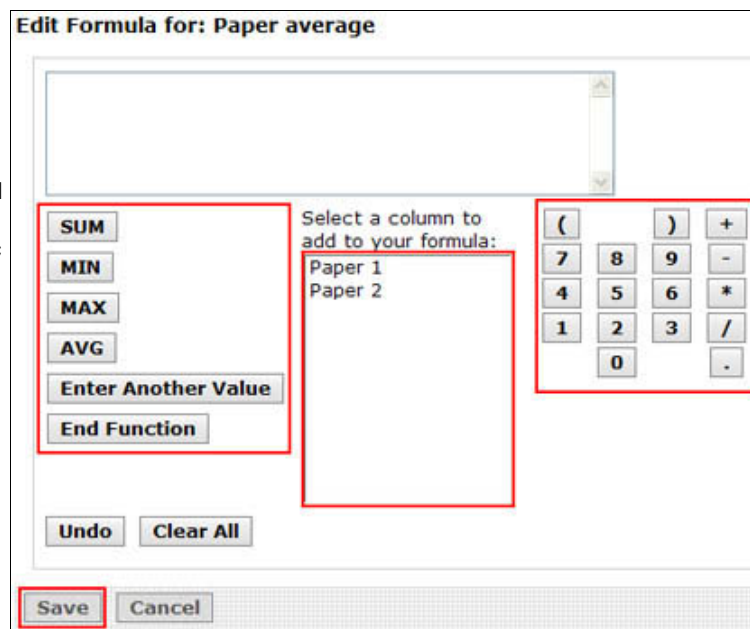
### Step 3: Enter formula and Save it

Create the formula using the function buttons on the left, the number keypad at the right, and the list of formula compatible Gradebook columns in the middle of the screen.

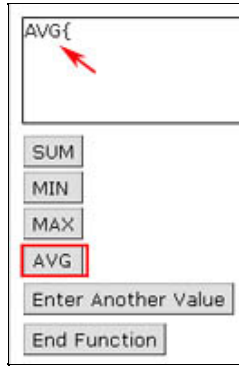
Please note: The only columns that will appear as options for the formula will be Numeric columns, Quiz columns, numeric Assignment columns, and other Calculated columns.

First writing your formula out on paper is helpful.

The Undo button allows you to erase successive pieces of the formula going backwards from the end.



Example 1: Using the function buttons

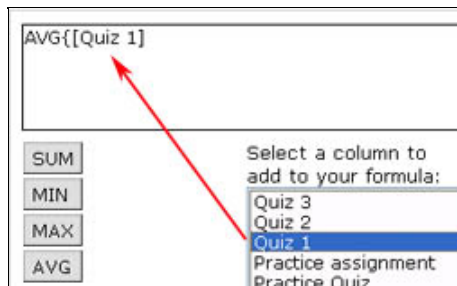


Click on the button for the function you wish to use.

The function name will appear in the formula box

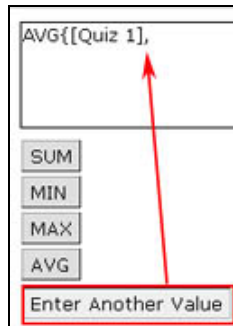
Click on one of the columns that you wish to use in the function

The column name will appear inside the function bracket

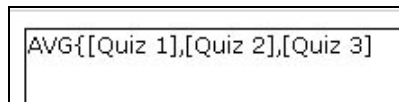


Click on Enter Another Value then click on another column name

A comma will appear after the column name that was last entered into the formula

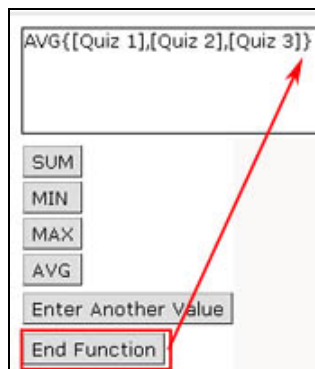


Continue this process until columns have been added to function

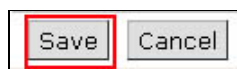


Click End Function.

The closing bracket will be added

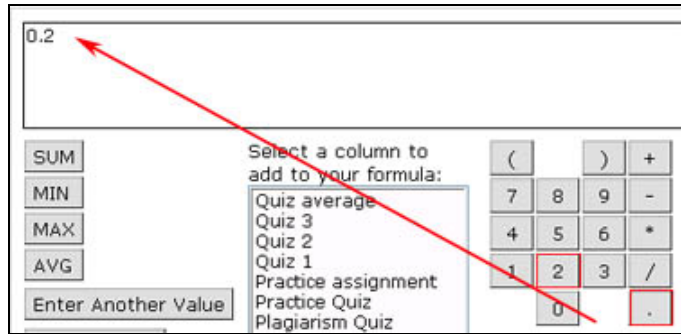


Click on Save button at bottom of screen



Example 2: A weighted formula using the keypad

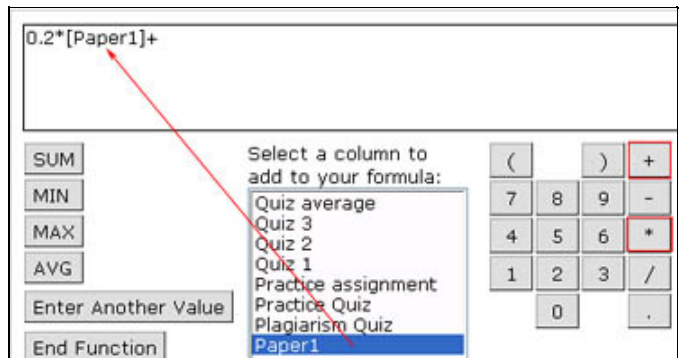
Use number keypad to enter percentage for first item in formula



Click on \* in keypad for multiplication

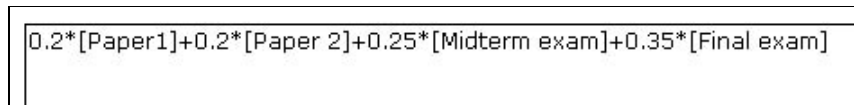
Click on column name

Click on + sign in keypad



Type in next percentage, click \*, click column name, click +

Continue process until all parts of the formula have been added and percentages add up to 100%



Click Save button at bottom of screen

