

Check/Change Running Total Setting for Calculated Columns

Running Total is a setting for all Calculated Columns. The Calculated Column types are Average, Weighted Total, Total, and Min/Max. The default for Running Total is "Yes". This setting may result in a different "out of total points" value for each student's calculation because any columns in the formula that do not have an entry will be excluded. If Running Total is set to "No", then all students will have the same value for "total points possible" and cells that are blank will be treated as zeroes.

EXAMPLE: Four columns, each with 25 points possible are being added up. A student has 20, 21, 22, and a blank. The Total with Running Total YES is 63/75. The Total with Running Total NO is 63/100.

Step 1: Access the Column Settings

In Course Management Control Panel, click on **Grade Center**

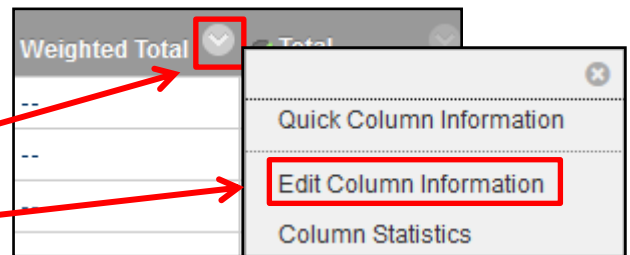
Click on **Full Grade Center**



Locate the Calculated column in the Grade Center that you want to check.

Click on the **gray down arrow** to expand the options menu

Click on **Edit Column Information**

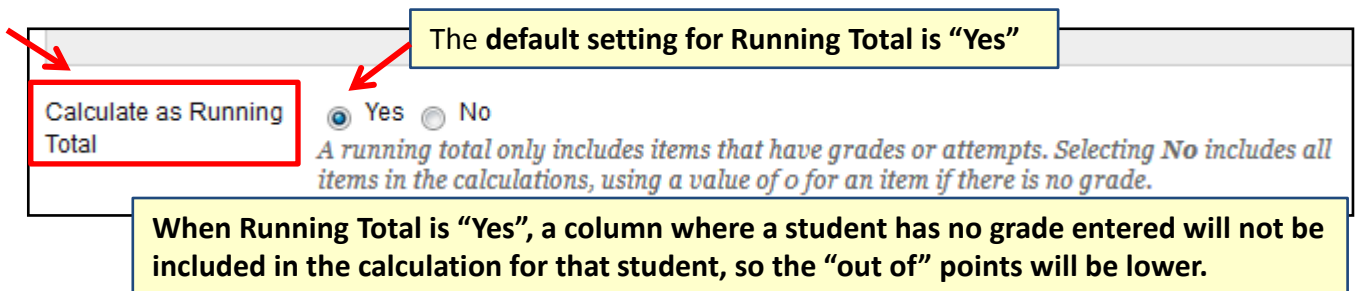


Access the "Running Total" setting

Locate the "Select Columns" area on the settings page

3. Select Columns

Look just **below the area where you select the columns** to include in the calculation

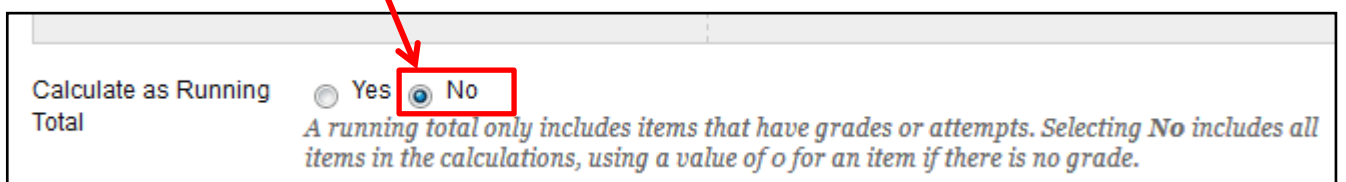


Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

When Running Total is "Yes", a column where a student has no grade entered will not be included in the calculation for that student, so the "out of" points will be lower.

VERY IMPORTANT: At the end of the semester, this setting should be "No". Otherwise, students who have missed work may receive a grade higher than it should be.



Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.