Create a ‘Midsemester’ Average Column

- Access the Full Grade Center

- Select Total Column
  - Do not select Average Column. This simply takes the total percentage points per column and divides this by the number of columns rather than the total points of the columns selected.

- Name the Column.

- Under Primary Display, decide how you would like the column to be displayed.
- Choose **Selected Columns and Categories**.

- Highlight any of the following in **Columns to Select** and add them to the **Selected Columns** by clicking on the icon seen below.

- The columns which should be included in the average column will be seen under **Select Columns**.

- When complete, click **Submit**.