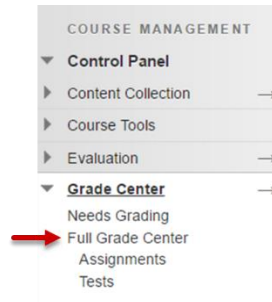
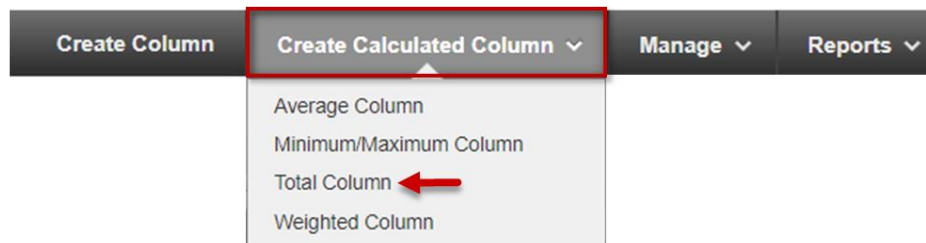


Create a 'Midsemester' Average Column

- 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**.

COLUMN INFORMATION

* Column Name

- Under **Primary Display**, decide how you would like the column to be displayed.

Primary Display

Score

Letter


Text

Percentage

Complete/Incomplete

- Choose **Selected Columns and Categories**.

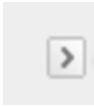
Include in Total

- All Grade Columns
 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.

Columns to Select:

Weighted Total
Total
Working with groups
Exam 1
Test 1

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

Selected Columns:

Column: Working with groups
Column: Test 1

- When complete, click **Submit**.

Submit