



CIE

# The Center for Instructional Excellence

## HOW TO DO A FORMULA SYSTEM FOR GRADE CALCULATION ON WEB CT

It is a straight sum in the grade calculator to calculate grades based on a formula. After setting up the numeric grade columns for your whole course, we will set up a column that is defined as **calculated** rather than numeric. We will then go back to manage students from manage columns and click on the word calculated. This will allow us to set up a formula. For example here we will use 50% test average, 20% homework, 10% participation, and 20% final exam.

1. Add all numeric columns for grades as defined in ADD COLUMNS tutorial in the CIE support site
2. Add a column defined as calculated rather than numeric. I named mine FINAL AVE.

Now, to set up the calculation,

3. Click **MANAGE STUDENTS** to go back

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam Grade	qu pts	average	sum	Student Number	ID Number	User ID
N	N	C	C	N	A	A*
Left	Left	Right	Right	Right	Left	Left
No	No	No	No	No	No	No
Yes	Yes	Yes	No	No	No	No
None	None	None	None	None	---	---
2	2	1	2	2	---	---
Not Shown	Not Shown	---	---	Not Shown	Not Shown	Required*

	<b>Final AVE</b>	<b>Final Grade</b>	<b>Student</b>
	Formula Graph Out of 100.0	Edit	Edit
00.00	0.0	---	
0.00	0.0	---	
0.00	0.0	---	
0.00	0.0	---	
0.00	0.0	---	

4. CLICK FORMULA

Homepage > ... > Manage Course > Manage Students > Calculation

**Calculation Editor: Final AVE**

Formula:

$$0.5*(([ch 5]+[ch 6]+[ch 8]+[ch 9 \& 10]+[ch 11 \& 12])/5)+$$

( ) CE C Column: ch 11 & 12 Insert

7 8 9 / Function: maximum Start list Ne:

4 5 6 \*

1 2 3 -

0 . +

5. For 50 % test grade average,
- click “.” and “5” and “\*”
  - click “(“ twice; this will allow test average to be calculated
  - click arrow down by column, choose the first column in test calculation.
  - click INSERT
  - click “+”
  - repeat c, d, and e until all tests are in’
  - click “)”
  - click”/”
  - click the number of test grades
  - click “)”
  - This completes the test grade portion

**Calculation Editor: Final AVE**

Formula:  
 $0.5*(([ch\ 5]+[ch\ 6]+[ch\ 8]+[ch\ 9\ \&\ 10]+[ch\ 11\ \&\ 12])/5)+0.2*[HW\ [participation]+0.2*[Final\ Exam]$

( ) CE C      Column: Final Exam    Insert

7 8 9 /      Function: maximum    Start list    Next

4 5 6 \*

1 2 3 - ←

0 . +

Update    Cancel ←

7. Click UPDATE

6. For the 20% homework, 10% participation and 20% final exam,
  - a. Click “.”, “2”, “\*”
  - b. Click arrow down by column, choose the Homework column
  - c. Click INSERT
  - d. Click “+”
  - e. Click “.”, “1”, “\*”
  - f. click arrow down by column, choose the Participation grade
  - g. Click INSERT
  - h. Click “+”
  - i. Click “.”, “2”, “\*”
  - j. click arrow down by column, choose the Final Exam grade
  - k. Click INSERT

10. Test data to be sure all data is included and numbers are correct.