

Cumulative Mark and Calculated Grade columns

Both Calculated Grade and Cumulative Mark columns play important roles.

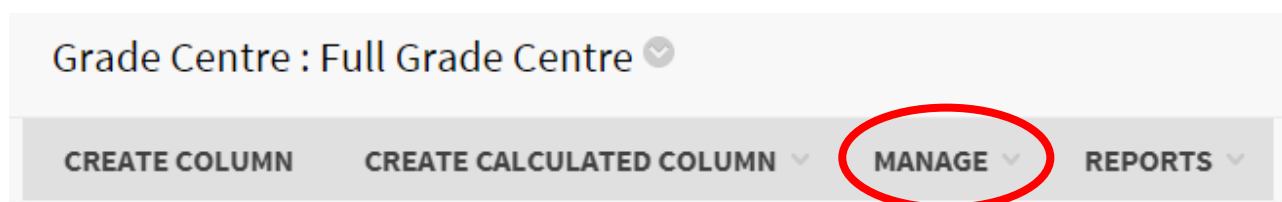
The Calculated Grade is critical for grade transfer – in a sense, it determines the grade. The Cumulative Mark is used in your Site Analytics reports.

There are a few things to check in relation to these columns:

- marks provided to each column are correct – all as per the Subject Outline
- ensure that only the intended assessment items/columns are being included in the totalling calculations
- the Running Total option on Calculated Grade should be set to “No”
- ensure there is only one of each of these columns. Please check with DLT via SRS if there are excess columns

Confirm points allocated to Cumulative and Calculated Grade columns

- Clicking on **Manage** => **Column Organisation**.



- Locate the columns and view the total in the Points Possible column.

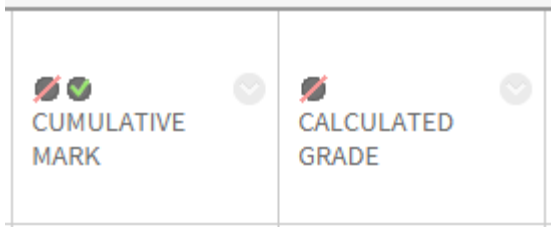
	Due Date	Date Created	Points Possible
<input type="checkbox"/> Cumulative Mark (External Grade)		Not in a Grading Period	Calculated Grade
			17/02/2020
			100 (may vary by student)
<input type="checkbox"/> Calculated Grade		Not in a Grading Period	Calculated Grade
			17/02/2020
			100 (may vary by student)

If they are not correct you will need to check the assessment items allocated to the columns.

Change columns allocated to Cumulative and Calculated Grade columns

In both the Cumulative Mark and Calculated Grade columns,

- Click on the down arrow to the right of the column name and select **Edit Column Information**.



- Scroll to the “Selected Columns” section

SELECT COLUMNS:

Include in Total

☐ All Grade Columns
☒ Selected Columns and Categories

Columns to Select:

Weighted Total
Total
Calculated Grade
Administrative Override
Grade Comments

Selected Columns:

Column: Test 1
Column: Residential School Practical Workbook

- Remove the column containing the raw mark and add the adjusted column to the “Selected Columns”.
- Click **Submit** to save changes (you must update both Cumulative Mark and Calculated Grade columns).

Note: Calculated Grade Columns may use the Cumulative Mark.

SELECT COLUMNS:

Include in Total

☐ All Grade Columns
☒ Selected Columns and Categories

Columns to Select:

Weighted Total
Total
Trialing technologies
Learning Blog
Online activity and evaluation
Administrative Override
Column Information:

Categories to Select:

Self and Peer
Journal
Blog
Discussion
Test
Survey
Category Information

Selected Columns:

Column: Cumulative Mark

Calculate as running total

☐ Yes ☒ No



Running Total

Click on the down arrow to the right of the column name and select **Edit Column Information**.

The running total should be set to No.

SELECT COLUMNS:

Include in Total

☐ All Grade Columns
☒ Selected Columns and Categories

Columns to Select:

Weighted Total
Total
Trialing technologies
Learning Blog
Online activity and evaluation
Administrative Override
Column Information:

Categories to Select:

Self and Peer
Journal
Blog
Discussion
Test
Survey
Category Information

Selected Columns:

Column: Cumulative Mark

Calculate as running total

☐ Yes ☒ No