

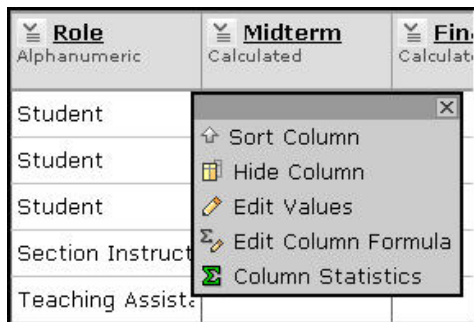


Grade Book: Editing Calculated Column Formulas

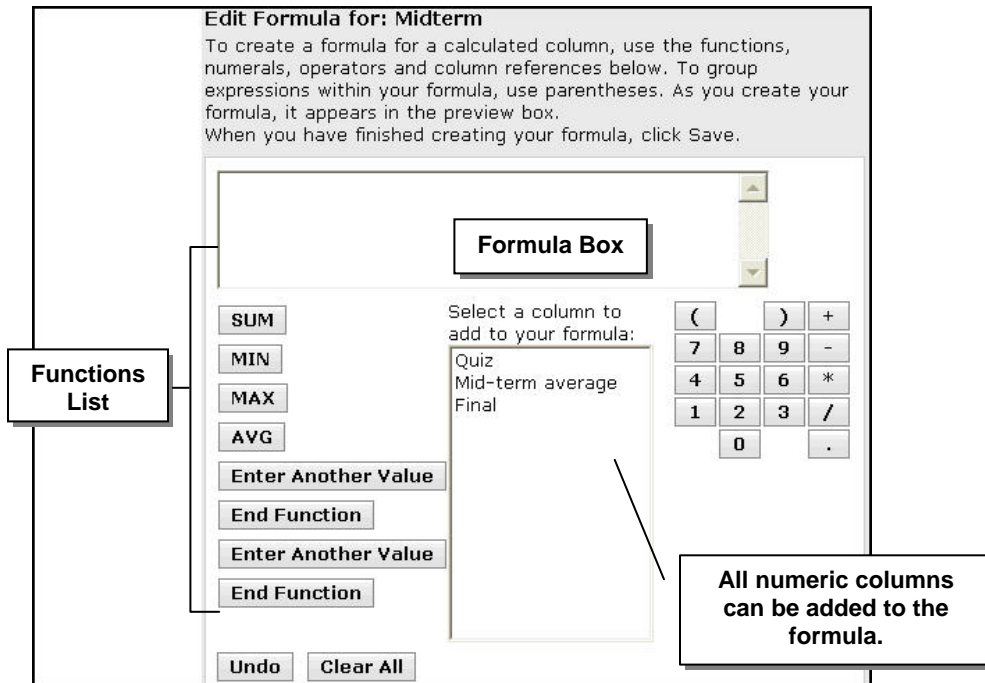
Once you've created a calculated column, you must edit its formula.

To edit a calculated column formula:

1. Locate the calculated column formula you want to edit and select **Edit Column Formula** from the column's View Options for This Column menu.



The Edit Column Formula screen appears.



2. Enter the formula using a combination of onscreen functions by using the numeric keypad, list of columns, and function buttons.

Note: You cannot edit the Formula text box by typing in it.

3. Scroll to the bottom of the screen and click **Save** when you're done. The Edit Column Settings screen appears.

Some guidelines:

- To enter numbers and arithmetic operators in the formula box, use the mouse to select numbers, symbols, and operators on the numeric keypad.
- To clear the last value entered in the Formula text box, click Undo on the Edit Formula screen.
- To clear all values from the Formula text box, click Clear All.
- MAX (maximum), MIN (minimum), AVG (average) and SUM refer to a function performed on a list. For example, to take the highest score from three quizzes to be used in the calculation of a final grade, you would pick a function - in this case MAX - enter values, and then end the function.

Example: $\text{AVG}\{[\text{Midterm}] + [\text{Project}]\}$

Some scenarios:

You can use calculated columns to perform common grade adjustments such as curving a grade, or dropping the lowest score.

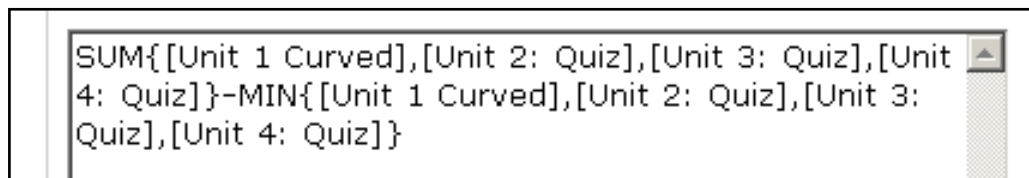
- Student performance on the Unit 1 quiz was less than you'd hoped for.

Since it was the first online quiz for the class, you decide to grade it on a curve by adding seven points to each student's grade.



[Unit 1: Quiz]+7

- Your students completed four 30-point Unit quizzes, but you want to drop the lowest score, so that only the three highest grades count.



SUM{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}-MIN{[Unit 1 Curved],[Unit 2: Quiz],[Unit 3: Quiz],[Unit 4: Quiz]}