Step 1: Access the Column Settings

In Course Management Control Panel, click on Grade Center

Click on Full Grade Center

Locate the Calculated column in the Grade Center that you want to check.

Click on the gray down arrow to expand the options menu

Click on Edit Column Information

Access the “Running Total” setting

Locate the “Select Columns” area on the settings page

Look just below the area where you select the columns to include in the calculation

The default setting for Running Total is “Yes”

When Running Total is “Yes”, a column where a student has no grade entered will not be included in the calculation for that student, so the “out of” points will be lower.

VERY IMPORTANT: At the end of the semester, this setting should be “No”. Otherwise, students who have missed work may receive a grade higher than it should be.