

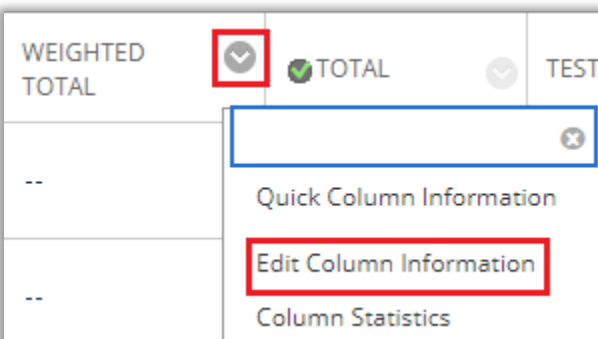
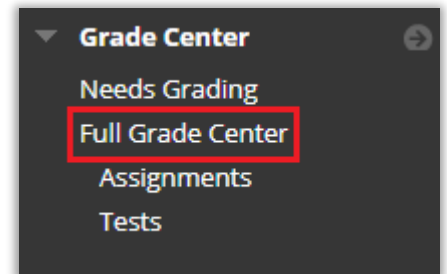
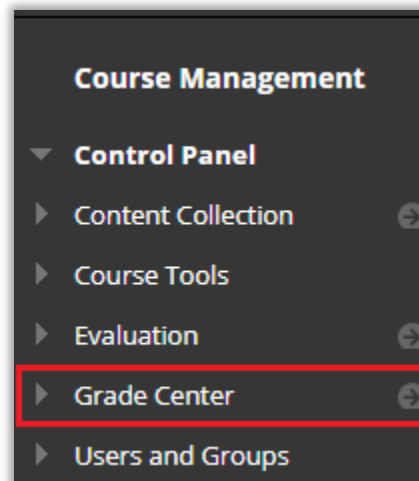
HuskyCT User Guide: Check/Change Running Total Setting for Calculated Columns

Running Total is a setting for all Calculated Columns. The Calculated Column types are Average, Weighted Total, Total, and Min/Max. The default for Running Total is "Yes". This setting may result in a different "out of total points" value for each student's calculation because any columns in the formula that do not have an entry will be excluded. If Running Total is set to "No", then all students will have the same value for "total points possible" and cells that are blank will be treated as zeroes.

Example: Four columns, each with 25 points possible are being added up. A student has 20, 21, 22, and a blank. The Total with Running Total YES is 63/75. The Total with Running Total NO is 63/100.

1. Access the Column Settings

Under Control Panel in Course Management, click on Grade Center, then 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

2. 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

SELECT COLUMNS

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.

Calculate as Running Total Yes No

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.

Calculate as Running Total Yes No

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.