How to Create a Weighted Column

1. Hover over Create Calculated Column, and then click Weighted Column.

2. Put in a Column Name.

3. Select the Columns needs to be included in the Weighted Column, and then click the Move button.
4. Assign a value to each column. Remember: Percentages should add up to 100 percent.
5. Click **Submit**. Then you can see this Weighted Column in Grade Center.