

Student Management

Student Management is the area that allows a designer to keep track of their students once they've been populated into the course. You can also keep track of students' grades for different assignments throughout the semester as well as allowing them to see their grades and the statistics for each.

Accessing Student Management

Clicking "**Manage Course**" in the "**Control Panel**" on the Navigation Bar displays (among other things) the panel at the right.

Manage Students
You can manage student information and grades.
[Add or Import students](#)
[View some students](#)
[Search records](#)
[Change settings](#)
[Manage columns](#)
[Show update log](#)

The Student Records Table

Clicking on the "Manage Students" link displays the Student Records Table.

Last Name	First Name	User ID	Midterm Grade	Final Grade
Edit	Edit		Edit	Edit
CDE	student	cdestudent	---	---

Rows: Each row comprises a student record. Click on a student's name link to open and edit a record. Click on the envelope to the left of their name and send them and email through WebCT Mail.

Columns: Each column comprises a field. Click on a column's name to sort student records by the column values. The first three columns are required. The fourth column, a **Midterm Grade**, is a numeric column into which scores are manually entered (by clicking on the column's Edit link, then typing the values). The next column, **Final Grade**, is a numeric column into which scores are manually entered (by clicking on the column's Edit link, then typing the values). As a designer you can add more columns for the various assignments throughout the semester. This will be shown in a later step.

Page: Above the Students Records Table is a list box labeled "Page" that provides the choice of "All", or a particular page if the number of students is large enough to fill a single page. You can change the number of students you see on a page by clicking on the dropdown box by "Page" and selecting a different number.

Column types

Different columns store different types of information. For example, quiz grades are stored in a quiz column, names are stored in an alphanumeric column, and a final grade can be stored in a calculated column. You can select the column type when you first create a column, or you can convert an existing column to a different type. A column type symbol for each existing column is displayed on the *Column* screen in the *Type* row. Column type symbols are defined in the *Legend of Column Types* below the table.

The following column types are available in WebCT CE:

- alphanumeric
- numeric
- letter grade
- calculated
- text

Alphanumeric columns -- for columns containing alphabetic characters (e.g., name, User ID, student number, phone number). **Note:** Information must not exceed one line. To add information that occupies several lines and contains hard returns, use Text Columns.

Numeric columns -- for numeric grade, student number, phone number.

Letter grade columns -- Usually for final grades. You can generate letter grades that correspond to the numeric grades in a specific numeric, calculated, or quiz column in the Student table. **Notes:**

- By default, the numeric range for a letter grade column is 0 to 100%.
- If you want to enter letter grades manually, use an alphanumeric column.

Calculated columns -- The calculated column displays the results of the calculation. You do this by creating a calculated column and then entering a mathematical formula to make calculations based on the values in numeric columns. **Note:** only numeric data can be used in calculations.

Text columns -- The information can contain letters and numbers and occupy several lines (e.g., addresses or comments). You do this by adding a text column and then entering the information into the column.

Common Student Management Options

Above the Student Records Table various control buttons are displayed:

Actions		
Options: Records	Options: Advanced	Organize
- Select action - <input type="button" value="Go"/>	- Select action - <input type="button" value="Go"/>	- Select action - <input type="button" value="Go"/>

These buttons provide all of the student management features involving the Student Records Table.

Each of the three dropdown selection boxes provides action choices.

Adding a column

1. From the *Control Panel*, click **Manage Course**, and then click **Manage Students**. The *Manage Students* screen appears.

The screenshot shows the 'Manage Students' interface. At the top, there is a 'View Designer Options' tab and a breadcrumb trail: 'Homepage > Basic Control Panel > Manage Course > Manage Students'. Below this is the 'Manage Students' title and the 'Actions' menu with three sections: 'Options: Records', 'Options: Advanced', and 'Organize'. Each section contains a dropdown menu with '- Select action -' and a 'Go' button. Below the menu is a pagination control showing 'Page: All' and 'Records 1 - 3 of 3 [Total: 3]'. The main part of the screen is a table with the following columns: Last Name, First Name, User ID, Midterm Grade, Final Grade, practice quiz 1, Reading Assignment, Quiz 1 quiz, and Practic. The table contains three rows of student data.

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment	Quiz 1 quiz	Practic
Daniels-Adams	Katrina	katrina2*	---	---	---	---	---	---
Student	Mr	cdestudent*	---	---	---	20.00	---	---
Student	Training	trainingstudent	---	---	---	---	---	---

2. Under *Actions*, from the *Organize* drop-down list, select *Manage columns* and click **Go**. The *Columns* screen appears.

View Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - [v] Go - Select action - [v] Go - Select action - [v] Go

Page: All [v] Records 1 - 3 of 3 [Total: 3]

- Select action - [v]
Change settings
Manage columns
Show update log

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment
Edit	Edit		Edit	Edit	Submissions Graph	Edit Submissions Graph Out of 20.00
Daniels-Adams	Katrina	katrina2*	---	---	---	---
Student	Mr	odestination*	---	---	---	20.00
Student	Training	trainingstudent	---	---	---	---

* The user has been denied access.

- By default, the new column will appear as the last column on the right in the student table, or you can specify where you want the new column to appear.
- Under *Organize*, click **Add column** and click **Go**. The *Add Column* screen appears.

View Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns

Columns

Select	Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz
Type	A*	A*	A*	A	A	Q
Alignment	Left	Left	Left	Left	Left	Right
Hidden	No	No	No	No	No	No
Released	No	No	No	No	No	No
Statistics	---	---	---	---	---	None
Decimals	---	---	---	---	---	2
Self-registration	Required	Required	Required*	Not Shown	Not Shown	---

*This column value is not editable.

Legend of column types

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Change column label: [text box] Go

Align column: Center [v] Go

Hide columns: No [v] Go

Release columns: No [v] Go

Show statistics: None [v] Go

Show decimals: 2 [v] Go

Allow self-registration: Required [v] Go

Organize

Add column

Delete columns

Convert column type

Setup column

Move item left: 1 [v] Go

Move item right: 1 [v] Go

- In the *Label* text box, enter the column name.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Add Column**

Add Column

Label:

Type: Alphanumeric ▼

Add Cancel

6. From the *Type* drop-down list, select *Alphanumeric* and click **Add**. The *Columns* screen appears with the column added.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Add Column**

Add Column

Label: New Assignment

Type: Alphanumeric ▼

Add

- Alphanumeric
- Calculated
- Letter Grade
- Text
- Numeric
- Selection Box

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Manage Columns**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading Assignment	Quiz 1 quiz	Practice Assignment	Chapter 1 Lesson 1 Assignment	New Assignment
E	Q	E	E	C
Right	Right	Right	Right	Right
No	No	No	No	No
Yes	No	Yes	Yes	No
None	None	None	None	None
2	2	2	2	2
---	---	---	---	---

Actions

☞ indicates a selection is required from the main frame.
☞ indicates multiple selections are allowed.

Options

☞ Change column label: Go

☞ Align column: Center ▼ Go

☞ Hide columns: No ▼ Go

☞ Release columns: No ▼ Go

☞ Show statistics: None ▼ Go

☞ Show decimals: 2 ▼ Go

☞ Allow self-registration:

Deleting a column

Warning: You cannot retrieve a column that has been deleted. Before you delete any columns, we recommend that you back up the course and download it to your computer. If you don't like the changes you have made to the course, you can upload and restore the backup.

Note:

- You cannot delete the *User ID* column.
- You cannot delete a quiz or assignment column unless its corresponding quiz or assignment has been deleted.

1. From the *Control Panel*, click **Manage Course**, and then click **Manage Students**. The *Manage Students* screen appears.

View Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - Go - Select action - Go - Select action - Go

Page: All Records 1 - 3 of 3 [Total: 3]

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment	Quiz 1 quiz	Practic
Edit	Edit		Edit	Edit	Submissions Graph	Edit Submissions Graph Out of 20.00	Submissions Graph Out of 100.00	Edit Submiss Graph Out of 1
Daniels-Adams	Katrina	katrina2*	---	---	---	---	---	---
Student	Mr	cdestudent*	---	---	---	20.00	---	---
Student	Training	trainingstudent	---	---	---	---	---	---

- Under *Actions*, from the **Organize** drop-down list, select **Manage columns** and click **Go**. The columns screen appears.

The screenshot shows the 'Manage Students' page with the 'Organize' dropdown menu open. The 'Manage columns' option is highlighted. Below the menu, a table lists student records with columns for Last Name, First Name, User ID, Midterm Grade, Final Grade, practice quiz 1, and Reading Assignment.

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment
⊗ Daniels-Adams	Katrina	katrina2*	---	---	---	---
⊗ Student	Mr	cdestudent*	---	---	---	20.00
⊗ Student	Training	trainingstudent	---	---	---	---

* The user has been denied access.

- Select the check box at the top of each column that you want to delete.

The screenshot shows the 'Manage Columns' page. A table lists columns with checkboxes for selection. The 'New Assignment' column has its checkbox checked. The 'Actions' panel on the right has the 'Delete columns' option selected.

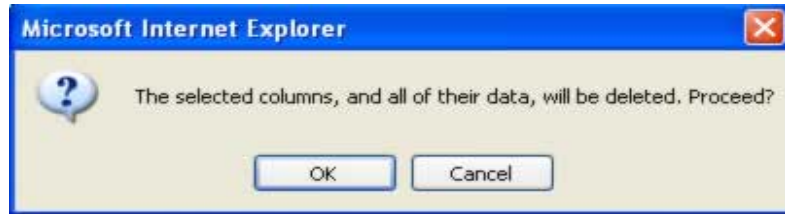
Chapter 1 Lesson 1 Assignment	New Assignment
<input type="checkbox"/>	<input checked="" type="checkbox"/>
E	C
Right	Right
No	No
Yes	No
None	None
2	2
---	---

Actions
 indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options
 Change column label: [] Go
 Align column: Center Go
 Hide columns: No Go
 Release columns: No Go
 Show statistics: None Go
 Show decimals: 2 Go
 Allow self-registration: Required Go

Organize
 Add column
 Delete columns
 Convert column type
 Setup column
 Move item left: 1 Go
 Move item right: 1 Go

- Under *Organize*, click **Delete columns**. A confirmation message appears.



- Click **OK**. The *Columns* screen appears and the column(s) are deleted.

Editing a column

This feature allows you to edit the contents of an entire column at once.

- From *Manage Students*, in the Student table, under the column name, click **Edit**. The *Edit Column Values* screen appears.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > **Manage Students**

Manage Students

Actions

Options: Records	Options: Advanced	Organize
- Select action - [v] Go	- Select action - [v] Go	- Select action - [v] Go

Page: All [v] [v] [v] Records 1 - 3 of 3 [Total: 3]

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment	Quiz 1 quiz	Practic
Edit	Edit		Edit	Edit	Submissions Graph	Edit Submissions Graph Out of 20.00	Submissions Graph Out of 100.00	Edit Submiss Graph Out of 1
Daniels-Adams	Katrina	katrina2*	---	---	---	---	---	---
Student	Mr	cdestudent*	---	---	---	20.00	---	---
Student	Training	trainingstudent	---	---	---	---	---	---

* The user has been denied access.

2. In the text boxes, edit the column data.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Edit Column Values**

Edit Column Values

Update Cancel

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment	Quiz 1 quiz
						Out of: 20	
Daniels-Adams	Katrina	katrina2	---	---	---		---
Student	Mr	ocestudent	---	---	---	20	---
Student	Training	trainingstudent	---	---	---		---

Update Cancel

3. Click **Update**. The *Manage Students* screen appears with the column updated.

Sorting a column

The Student table can be sorted by a column or a combination of columns. For example, you can sort student records so they appear in alphabetical order according to surname.

1. From *Manage Students*, in the Student table, click the column name that you want to use to sort the records. The screen refreshes and the column that you sorted appears in bold text. This column is now the primary sort key indicated by the small upward pointing arrow beside the column name.
2. If a second column is clicked, that column now becomes the primary key, and the other column (the one you sorted in step 1) becomes the secondary sort key. For example, if you want a listing sorted by last name, click the *Last Name* column. But if you wanted that listing to be sorted by *User ID* as the secondary key you would first need to click the *User ID* column, and then click the *Last Name* column.

Setting Column Defaults

You can change the default column attributes for new columns. **Note:** You cannot change the defaults for previously created columns.

1. Under *Actions*, from the *Organize* drop-down list, select *Manage columns* and click **Go**. The *Columns* screen appears.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > **Manage Students**

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - [v] Go - Select action - [v] Go - Select action - [v] Go

Page: All [v] Records 1 - 3 of 3 [Total: 3]

- Select action - [v]
 Change settings
Manage columns
 Show update log

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment
Edit	Edit		Edit	Edit	Submissions Graph	Edit Submissions Graph Out of 20.00
Daniels-Adams	Katrina	katrina2*	---	---	---	---
Student	Mr	cdestudent*	---	---	---	20.00
Student	Training	trainingstudent	---	---	---	---

* The user has been denied access.

- Under **Organize**, click **Set column defaults**. The *Manage Column Defaults* screen appears.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Manage Columns**

Columns

Select	Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1
Type	A*	A*	A*	A	A	Q
Alignment	Left	Left	Left	Left	Left	Right
Hidden	No	No	No	No	No	No
Released	No	No	No	No	No	No
Statistics	---	---	---	---	---	None
Decimals	---	---	---	---	---	2
Self-registration	Required	Required	Required*	Not Shown	Not Shown	---

*This column value is not editable.

Legend of column types

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

Options

Change column label: [input] Go

Align column: Center [v] Go

Hide columns: No [v] Go

Release columns: No [v] Go

Show statistics: None [v] Go

Show decimals: 2 [v] Go

Allow self-registration: Required [v] Go

Organize

Add column

Delete columns

Convert column type

Setup column

Move item left: 1 [v] Go

Move item right: 1 [v] Go

Set column defaults

- Using the *Type* drop-down list, select the defaults you want to set for new columns.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Set Column Defaults**

Manage Column Defaults
Select the defaults to use for all newly created columns. The defaults will apply to columns in Manage Students and Manage Teaching Assistants.

Type	Alphanumeric (A)	Calculated (C)	Letter Grade (L)	Text (M)	Numeric (N)	Selection Box (S)	Assignment (E)	Quiz (Q)
Alignment	Left	Right	Left	Center	Right	Left	Right	Right
Hidden	No	No	No	No	No	No	No	No
Released	No	No	No	No	No	No	No	No
Statistics	---	None	None	---	None	---	None	None
Decimals	---	2	---	---	2	---	2	2
Self-registration	Not Shown	---	---	---	Not Shown	Not Shown	---	---

Update Cancel Reset

- Click **Update**. The *Columns* screen appears with the column default changed.

Resetting Column Defaults

You can reset the default column attributes to the original WebCT default settings.

Note: You can only reset the defaults for new columns. You cannot reset the defaults for previously created columns.

- Under *Actions*, from the *Organize* drop-down list, select *Manage columns* and click **Go**. The *Columns* screen appears.
- Under *Organize*, click **Set column defaults**. The *Manage Column Defaults* screen appears.
- Click **Reset**. The *Columns* screen appears with all column defaults reset to their original WebCT settings.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Set Column Defaults**

Manage Column Defaults
Select the defaults to use for all newly created columns. The defaults will apply to columns in Manage Students and Manage Teaching Assistants.

Type	Alphanumeric (A)	Calculated (C)	Letter Grade (L)	Text (M)	Numeric (N)	Selection Box (S)	Assignment (E)	Quiz (Q)
Alignment	Left	Right	Left	Center	Right	Left	Right	Right
Hidden	No	No	No	No	No	No	No	No
Released	No	No	No	No	No	No	No	No
Statistics	---	None	None	---	None	---	None	None
Decimals	---	2	---	---	2	---	2	2
Self-registration	Not Shown	---	---	---	Not Shown	Not Shown	---	---

Update Cancel **Reset**

Releasing information to students

If you want students to see their own information, such as quiz results and assignment grades, you must first add the *My Grades* tool to your course, and then release the column containing the information. To add the *My Grades* tool, see [Add Page or Tool](#).

1. From the *Control Panel*, click **Manage Course**, and then click **Manage Students**. The *Manage Students* screen appears.

CDE Training - Sunny Sun

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > **Manage Students**

Manage Students

Actions

Options: Records	Options: Advanced	Organize
- Select action - <input type="button" value="Go"/>	- Select action - <input type="button" value="Go"/>	- Select action - <input type="button" value="Go"/>

Page: Records 1 - 3 of 3 [Total: 3]

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment	Quiz 1 quiz	Practic
Edit	Edit		Edit	Edit	Submissions Graph	Edit Submissions Graph Out of 20.00	Submissions Graph Out of 100.00	Edit Submiss Graph Out of 1
Daniels-Adams	Katrina	katrina2*	---	---	---	---	---	---
Student	Mr	cdestudent*	---	---	---	20.00	---	---
Student	Training	trainingstudent	---	---	---	---	---	---

* The user has been denied access.

- Under *Actions*, from the *Organize* drop-down list, select *Manage columns* and click **Go**. The *Columns* screen appears.

The screenshot shows the 'Manage Students' page with the 'Organize' dropdown menu open. The 'Manage columns' option is highlighted in blue. Below the menu, a table lists student records with columns for Last Name, First Name, User ID, Midterm Grade, Final Grade, practice quiz 1, and Reading Assignment.

Last Name	First Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment
ⓧ Daniels-Adams	Katrina	katrina2*	---	---	---	---
ⓧ Student	Mr	cdestudent*	---	---	---	20.00
ⓧ Student	Training	trainingstudent	---	---	---	---

* The user has been denied access.

- Select the check box at the top of each column that you want to release to students.

The screenshot shows the 'Manage Columns' page with a table of columns and a sidebar with options. The 'Release columns' dropdown menu is open, and 'Yes' is selected. The table has columns for Reading Assignment, Quiz 1 quiz, Practice Assignment, Chapter 1 Lesson 1 Assignment, and New Assignment.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading Assignment	Quiz 1 quiz	Practice Assignment	Chapter 1 Lesson 1 Assignment	New Assignment
E	Q	E	E	C
Right	Right	Right	Right	Right
No	No	No	No	No
Yes	No	Yes	Yes	No
None	None	None	None	None
2	2	2	2	2
---	---	---	---	---

Options

- Change column label: [] Go
- Align column: Center Go
- Hide columns: No Go
- Release columns: No **Yes** Go
- Show statistics: No **Yes** Go
- Show decimals: 2 Go
- Allow self-registration: Required Go

- Under *Options*, from the *Release columns* drop-down list, select *Yes*, and click **Go**. The *Columns* screen appears.

Hiding information from students

You can temporarily hide information such as quiz results and assignment grades from students so that they cannot view it in *My Grades*. **Note:** The column containing the information will still be displayed in the Student table.

1. From the *Control Panel*, click **Manage Course**, and then click **Manage Students**. The *Manage Students* screen appears.
2. Under *Actions*, from the *Organize* drop-down list, select *Manage columns* and click **Go**. The *Columns* screen appears.
3. Select the check box at the top of each column that you want to hide from students.
4. Under *Options*, from the *Release columns* drop-down list, select *No*, and click **Go**. The *Columns* screen appears.

*Using the Calculation Editor to edit calculated columns

- Select the check box at the top of the column that you want to edit, then click "setup column" button

Designer Options

> Basic Control Panel > Manage Course > Manage Students > **Manage Columns**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
first Name	User ID	Midterm Grade	Final Grade	practice quiz 1	Reading Assignment
A*	A*	A	C	Q	E
Left	Left	Left	Left	Right	Right
No	No	No	No	No	No
No	No	No	No	No	Yes
---	---	---	None	None	None
---	---	---	2	2	2
Required	Required*	Not Shown	---	---	---

e S = Selection Box
M = Text

Options

indicates multiple selections are allowed.

Change column label: **Go**

Align column: Center **Go**

Hide columns: No **Go**

Release columns: No **Go**

Show statistics: None **Go**

Show decimals: 2 **Go**

Allow self-registration: Required **Go**

Organize

Add column

Delete columns

Convert column type

Setup column

Move item left: 1 **Go**

Move item right: 1 **Go**

Set column defaults

- To enter numbers and arithmetic operators, use the numeric keypad.

- To enter a list of items:
 - Select from the function drop down list, then click **Start List**.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Setup Column**

Calculation Editor: Final Grade

Formula:

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column: Chapter 1 Lesson 1 Assignment Insert

Function: maximum Start list Next item End list

maximum
minimum
sum

1

2

Update Cancel

- From the *Column* drop-down list, select the item and click **Insert**.

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Setup Column**

Calculation Editor: Final Grade

Formula:

SUM{

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column: Chapter 1 Lesson 1 Assignment Insert 4

Function: Chapter 1 Lesson 1 Assignment New Assignment Practice Assignment practice quiz 1 Quiz 1 quiz Reading Assignment End list

3

Update Cancel

- To enter another item, click **Next Item**.

View Designer Options
Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Setup Column**

Calculation Editor: Final Grade

Formula:
SUM{[Chatper 1 Lesson 1 Assignment]

()	CE	C	Column:	Chatper 1 Lesson 1 Assignment	Insert		
7	8	9	/	Function:	sum	Start list	Next item	End list
4	5	6	*					
1	2	3	-					
0	.	+						

Update Cancel

d. To end the list, click **End List**.

View Designer Options
Homepage > Basic Control Panel > Manage Course > Manage Students > Manage Columns > **Setup Column**

Calculation Editor: Final Grade

Formula:
SUM{[Chatper 1 Lesson 1 Assignment],[practice quiz 1]}

()	CE	C	Column:	practice quiz 1	Insert		
7	8	9	/	Function:	sum	Start list	Next item	End list
4	5	6	*					
1	2	3	-					
0	.	+						

Update Cancel

- To make a calculation after you have entered the formula, click **Update**.

Calculation Editor: Final Grade

Formula:

SUM{[Chapter 1 Lesson 1 Assignment],[practice quiz 1]}

()	CE	C
7	8	9	/
4	5	6	*
1	2	3	-
0	.	+	

Column: practice quiz 1

Function: sum

- To clear the last value entered in the *Formula* box, click **CE** on the numeric keypad.
- To clear all values from the *Formula* box, click **C** on the numeric keypad.