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.