Edit your Final Mark column to ensure it accurately totals all assessments

The Final Mark column is set up as a Total Column and displays the result as a percentage. To ensure the Final Mark column is accurate it must be a calculation of all unit assessments. This INCLUDES the Examination results (which should always be hidden from students).

This process describes how to select the assessment columns to be included in the Final Mark total column.

**Step 1 – Access column information**
- Access the Grade Centre and locate the Final Mark column.
- Click the chevron next to the Final Mark heading and select Edit Column Information from the context menu

![Column Information Menu](image)

**Step 2 – Choose All or Selected assessment columns to be included in the Final Mark**
- Scroll down to Section 3. Select Columns

This section allows you to select which columns to include for calculation in the Final Mark column, either 'All Grade Columns' or 'Selected Columns and Categories'. If you are using a Weighted Total Column as the calculation for your final mark, you will need to select only the Weighed Total Column to feed into the Final Mark Column.

a) Select either All Grade Columns or Selected Columns and Categories – (See point c below for selecting specific columns and categories).

b) Set Calculate as a running total to No.*
* A running total only includes column cells that contain grades or attempts and will average only the grades which are present, as the total. Selecting 'No' for this option ensures inclusion of all items in the calculations, using a value of 0 for the item if no grade has been entered.

c) Option Selected Columns and Categories
   • To select specific columns to include in the total click on the appropriate grade column names
   • Then click on the arrow to move them into the Selected Columns box.

To reverse this action, click on the symbol next to the grade column name to push it back.

Section 4. Options

• Select No for all three options.
• It is important that option ‘Show this Column to Students’ is set to No.

• Click the Submit button.

The Final Mark column now displays a calculated percentage of selected assessment tasks.

<table>
<thead>
<tr>
<th>Assign 1</th>
<th>Assign 2</th>
<th>Final Exam</th>
<th>Final Mark</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.00</td>
<td>24.00</td>
<td>42.00</td>
<td>81.00%</td>
<td>8</td>
</tr>
<tr>
<td>9.00</td>
<td>20.00</td>
<td>46.00</td>
<td>75.00%</td>
<td>7</td>
</tr>
<tr>
<td>12.00</td>
<td>22.00</td>
<td>39.00</td>
<td>73.00%</td>
<td>7</td>
</tr>
<tr>
<td>8.00</td>
<td>14.00</td>
<td>22.00</td>
<td>44.00%</td>
<td>F</td>
</tr>
<tr>
<td>17.00</td>
<td>24.00</td>
<td>45.00</td>
<td>86.00%</td>
<td>8</td>
</tr>
<tr>
<td>18.00</td>
<td>15.00</td>
<td>38.00</td>
<td>71.00%</td>
<td>7</td>
</tr>
<tr>
<td>8.00</td>
<td>16.00</td>
<td>31.00</td>
<td>55.00%</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:** Hiding a grade column by clicking on the column chevron, then selecting ‘Hide Column’ does NOT hide the grade column from student view.

**Important:** Check that Final Mark is calculating to 100 (points or percent). Use the ‘Demo student’ account or enrol yourself as a Test Student (Control Panel > Course Tools > Add Test Student), enter some mock-up grades, then check the Final Mark total.