Add and Modify Grade Columns

Add a Grade Column:

1. Go to Control Panel > Grade Center > Full Grade Center.

2. Click the Create Column button so the Create Grade Column page appears.

3. In the Column Information area, enter a **Column Name** (required) and if desired, a **Grade Center Display Name** and **Description**. (This field allows a longer column name to be shortened for easier reading within the Grade Center).
4. Enter the **Primary Display** format (shown in Grade Center and Student’s **My Grades** area) and **Secondary Display** (shown only in Grade Center for instructors to view).

<table>
<thead>
<tr>
<th>Primary Display</th>
<th>Score</th>
<th>Grades must be entered using the selected format. Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Display</td>
<td>None</td>
<td>This display option is shown in the Grade Center only.</td>
</tr>
</tbody>
</table>

5. Select **Category** from the drop down list. It is always good to assign a category to a newly created column to help instructors to manage the weighted total of students’ grade later. Enter a value for **Points Possible**.

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Possible</td>
<td>20</td>
</tr>
</tbody>
</table>

6. In the **Dates** section, enter a **Due Date** (if desired) by typing in the date or clicking the calendar icon. The Due Date will be displayed in students’ **My Grades** area.

7. Under **Options**, set additional choices for the column by selecting the **Yes** or **No** radio buttons:

- **Include Column in Grade Center calculation**: The column will be included in Calculated Columns, such as Total Points or Weighted Grade Columns.
- **Show this Column to Students**: Grades will appear in My Grades, View Grades, and the Report Card module when available.
- **Show Statistics (average and mean for this column) in My Grades**: Includes statistical information about the column in the students’ grade area.
8. The following gradable items automatically generate a column in the course’s Grade Center:

- **Discussion Boards**: If you have the forum settings set to grade the forum or thread, a grade column will be generated automatically in Grade Center.
- **Assignments created using the Assignment feature**
- **Quizzes**
- **Surveys**

9. Click the **Submit** button at the bottom of the page when you are done.

**Modify Grade Columns:**

To edit a grade column

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click the **double-down arrow** next to the column title.
3. Select **Edit Column Information**.
4. A new page appears. Modify the information that you would like to change.

5. If the instructor selects **No** for **Show this Column to Students**, the column will display in the Grade Center with a special icon which means that the instructor can see this column within Grade Center but students will not be able to view this column when they check their grade under **My Grades** button.

6. If you select **Hide Column** in the menu that appears when clicking the double-down arrows next to the column title, you are hiding the column from **your own** Grade Center. Students can still view this column but instructors will not.

7. Click **Submit** to complete the modify process.