Grade Center
Adding a column

In this tutorial you will learn how to navigate to the Grade Center and add a column.

1. Scroll down to the Control Panel section, click on Evaluation, and select Grade Center.

2. Click the < to the right of the course menu to expand your Grade Center page.
3. On the **Grade Center** page, on the top left, click on the **Create Column** button.

4. In the **Column Information** area, enter a **Column Name** in the text box provided, and a **Grade Center Display Name** (This is optional and will only display in the **Grade Center**).
5. Select a **Primary Display** (Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades) and a **Secondary Display** (optional). The Secondary Display is denoted by parentheses. Choose a **Category**, and assign the number of **Points Possible**.

6. In the **Dates** section, set the due date.

7. Choose your **Options** for this column (Any options referencing My Grades is referring to the student view), and click **Submit**.