Creating Text Columns in the Grade Center

In the Grade Center, instructors can choose to include text-based, non-gradable columns which are handy for organizing and referring to information related to students, such as preferred first names, phone numbers, or lab partners. If the instructor wishes, these text-based columns can be hidden from the student. Information must be manually entered into a text-column once the column is created.

1. Scroll down to the **CONTROL CENTER** and expand the **GRADE CENTER** menu. Select **FULL GRADE CENTER**.

2. When in the **FULL GRADE CENTER**, click the **CREATE COLUMN** button.

3. You will be taken to the **CREATE GRADE COLUMN** page. Complete these essential parts of the form to create your text column:

   a. **COLUMN INFORMATION**
      - **Column Name** – Give your column a short, logical name. *Avoid using special characters*
      - **Description** – Type a short description of the assessment associated with this column.

   b. **Primary Display** – Choose the **TEXT** format.

   c. **Points Possible** – Set column to **0 POINTS**, since this is a non-grade data column.
4. Next, skip down to OPTIONS and set each option to NO. This will prevent the column from being included in calculations and make the column hidden from student view.

5. When you are done, click SUBMIT. The column will be added to the end of your Grade Center. Columns hidden from student view will display the hidden symbol at the head of the column.

Adding Text to the Column

1. Click inside a cell within your text column. The cell will highlight and become a form. Type this student’s information into the cell.
2. When you are done entering information in the cell, click your mouse outside of the cell or push the ENTER button on your keyboard. A confirmation pop-up dialogue box will appear. Click OK to save your work.

3. The text information will be displayed in the grade cell.