Adding a Grade Center Column

In this tutorial you will navigate to the Grade Center and add a column that you can enter grades into.

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 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.

      Primary Display – Choose the format that you will enter and display grade information as.

   Secondary Display (Optional) - This interprets your primary display grade data in a different format, such as percentage or letter grade. It will appear in parentheses in the Full Grade Center and is visible only to the instructor.
Category – Choose a category to assign this column. Categories are helpful for organizing your grade center and to create calculated columns.

Points Possible – Assign the column a point value.

4. Next, scroll down to the DATES section. Here you can indicate a DUE DATE. Check the checkbox and use the date-picker tools.

5. Next, scroll down to OPTIONS and indicate your preferences for including this column in Grade Center Calculations, showing the column to students, and enabling basic statistics on the column.

6. When you are done, click SUBMIT. The column will be added to the end of your Grade Center.

Please read our tutorial for adding grades to columns.