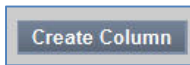


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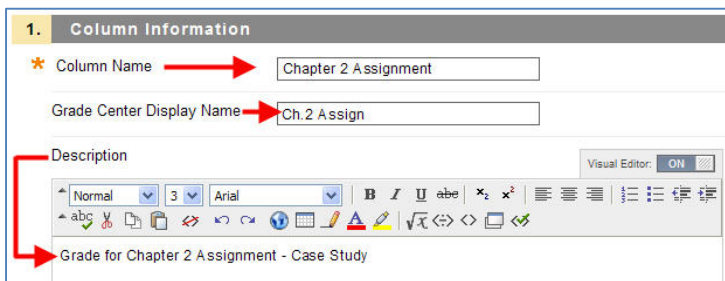
Creating Grade Columns

Add Grade Column allows the instructor to create an assessment column. You may select the column name, primary grade display, and possible points.

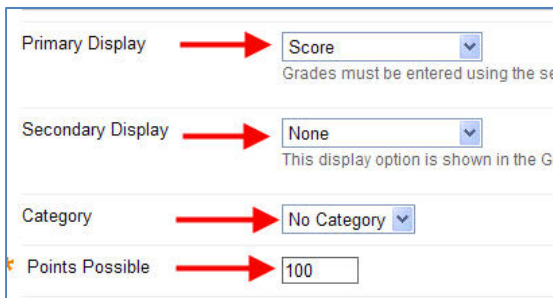
1. On the Grade Center page, on the top left, click on the Create Column link.



2. In the Column Information area, enter a Column Name, Grade Center Display Name (optional) and a Description (optional).

A screenshot of the "1. Column Information" form. It has four main sections: "Column Name" with a text box containing "Chapter 2 Assignment"; "Grade Center Display Name" with a text box containing "Ch.2 Assign"; "Description" with a rich text editor containing "Grade for Chapter 2 Assignment - Case Study"; and a "Visual Editor" toggle set to "ON". Red arrows point to the "Column Name", "Grade Center Display Name", and "Description" fields.

3. Select the Primary Display area. The Secondary Display area is optional and may be left blank. Select a Category and assign the number of Points Possible.

A screenshot of the "Primary Display", "Secondary Display", "Category", and "Points Possible" sections of the form. "Primary Display" is a dropdown menu set to "Score" with a note "Grades must be entered using the se". "Secondary Display" is a dropdown menu set to "None" with a note "This display option is shown in the G". "Category" is a dropdown menu set to "No Category". "Points Possible" is a text box containing "100". Red arrows point to each of these four fields.

- In the Dates area, indicate the Due Date.

2. Dates

Grading Period

Date Created Apr 23, 2010

Due Date None
Enter dates as mm/dd/yyyy

- Choose your Options for the column. This will determine what data will be displayed for your students.

3. Options

Select No for the first option to exclude this Grade Center column for the third option to show column statistics to Students in My Grades

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

- Click Submit to complete.