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).

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.
4. In the Dates area, indicate the Due Date.

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

6. Click Submit to complete.