

Creating Grade Columns

Add Grade Column allows the instructor to create an assessment column.

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



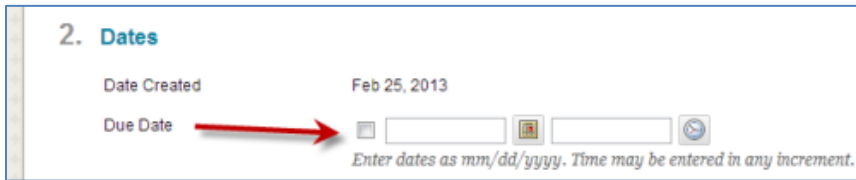
2. In the Column Information area, enter a Column Name, Grade Center Display Name (optional) and a Description (optional).

A screenshot of the "1. Column Information" form. It includes fields for "Column Name" (filled with "Chapter 2 Assignment"), "Grade Center Name" (filled with "Ch. 2 Assign"), and a "Description" area with a rich text editor (filled with "Grade for Chapter 2 Assignment - Case Study"). Red arrows point to each of these 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 form's display options section. It shows "Primary Display" set to "Score", "Secondary Display" set to "None", "Category" set to "No Category", and "Points Possible" set to "100". Red arrows point to each field.

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



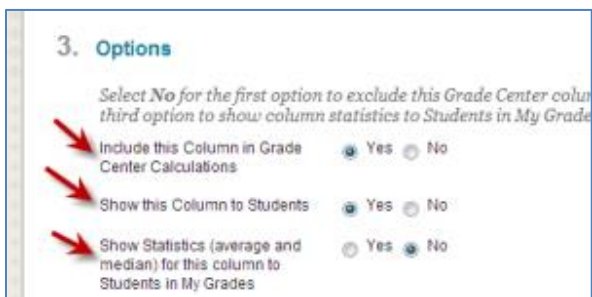
2. Dates

Date Created Feb 25, 2013

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. 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
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

6. Click Submit to complete.



Cancel Submit