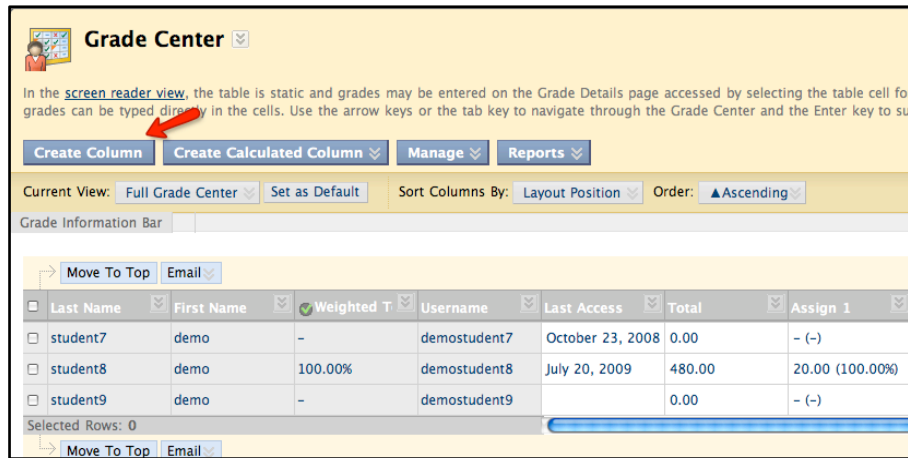
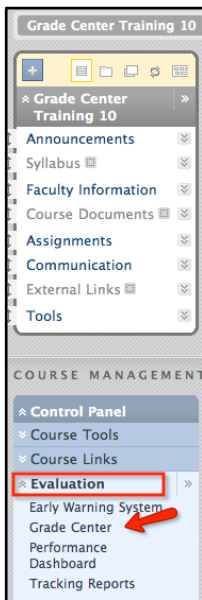


Create a Grade Center Column

1. To create a Grade Center column locate Control Panel >> Evaluation and expand the menu by clicking it. Next select Grade Center. Click the Create Column Button (image B.)



A)

B)



2. On the next screen begin entering the Column Name. Note that if the column name is longer than 15 characters it will be truncated in the Grade Center. You can create a Grade Center Display (shortened) name for your purposes. Students will always see the full Column Name, however.

A screenshot of the 'Column Information' form. The form has several fields: 'Column Name' (with 'Assign 4' entered), 'Grade Center Display Name', 'Description' (with a rich text editor), 'Primary Display' (with 'Score' selected), 'Secondary Display' (with 'Percentage' selected), 'Category' (with 'Assignment' selected), and 'Points Possible' (with '10' entered). Red arrows point to each of these fields.

- On the same screen for creating a Grade Center Column proceed to step 2 and if you wish enter a Due Date. The due date will show in notifications in your course and in the students My Grades area.

2. Dates

Date Created: Aug 4, 2009

Due Date: None  

Enter dates as mm/dd/yyyy

- Move to option 3 and select the desired options. Click Submit to create the column.

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Yes No
Grade Center Calculations


Show this Column to Yes No
Students

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

4. Submit

- The new column is the last column in the Grade Center by default. To see it drag the scroll indicator to the right. Please see the next tutorial on Managing Columns in the Grade Center to learn to move and organize columns.

<input type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Weighted T	Username	Last Access	Total
<input type="checkbox"/>	student7	demo	-	demostudent7	October 23, 2008	0.00
<input type="checkbox"/>	student8	demo	100.00%	demostudent8	July 20, 2009	480.00
<input type="checkbox"/>	student9	demo	-	demostudent9		0.00

Selected Rows: 0 

<input type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Weighted T	Username	Final Exam	Assign 4
<input type="checkbox"/>	student7	demo	-	demostudent7	- (-)	- (-)
<input type="checkbox"/>	student8	demo	100.00%	demostudent8	100.00 (100.00%)	- (-)
<input type="checkbox"/>	student9	demo	-	demostudent9	- (-)	- (-)

Selected Rows: 0