Create a Column in the Grade Center (manually)

The grade Center is where all student grades associated with Tests and Assignments are posted. All grades columns and grades can be access or viewed in the Grade Center.

1. Under the Control Panel, click on the down arrow next to Grade Center to expand the options

2. Click Full Grade Center

3. Click on Create Column

**Column Information**
4. Type in the Column Name. If you prefer a different name to show, on the next line, type in the Grade Center Name
5. (Optional) Type in the description
6. In Primary Display, select how the grade should be displayed from the dropdown list (score, text, percentage, letter, etc.)
7. (Optional) Secondary Display, select how the grade should be displayed from the dropdown list (score, text, percentage, letter, etc.)
8. (Optional) Select the type of category from the drop down menu (test, discussion, assignment, etc.)
9. Under Points Possible, enter the maximum number of points possible for this item.
10. (Optional) Add an associate rubric

11. (Optional) Select a due date and time for the Grade Center item to appear to the students.
Create a Column in the Grade Center (manually)

Options

12. Under options, click Yes or No to include item in Grade Center score calculations.
13. Select Yes to enable Student to view the item. Select No and Students will be unable to view the item.
14. Select Yes or No to Show Statistics (average and median) for this column.

15. Click Submit