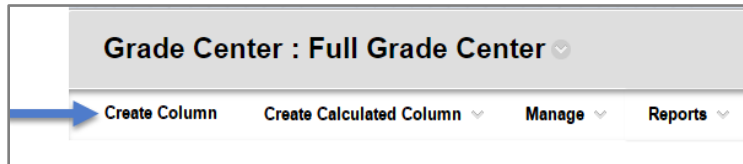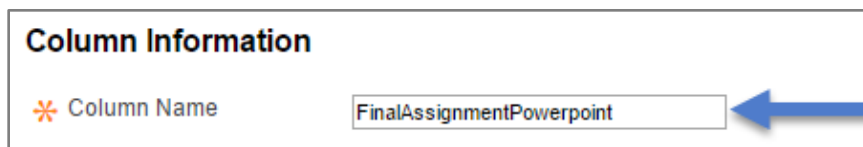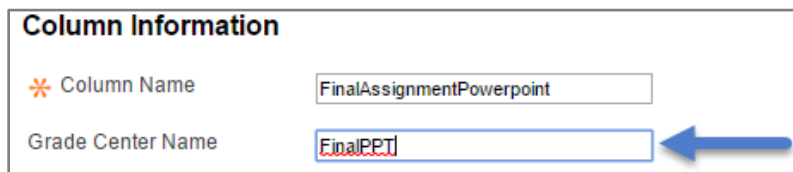# Creating a Grade Column

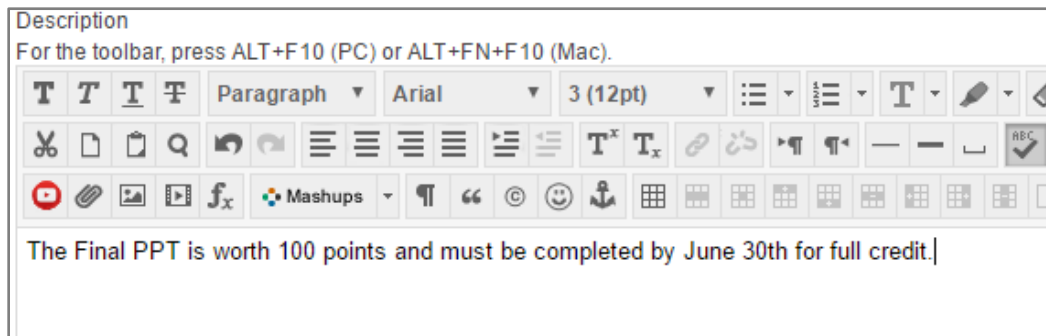1. Click on **Create Column**.

2. Enter the name of the column in the **Column Name** field.

3. If the name of the column is long, shorten it in the Grade Center Name

4. Enter a **Description** in the **Description** column, in order to give the students an overview of what the assignment details.

5. Choose the **Primary Display** option that fits your needs. The **Primary Display** is the way the grade is shown to both you and the students (score, letter, percentage, etc.)

Secondary Display is optional and will only be shown to you, not the students.

6. Choose the **Category** that the assignment best fits into. If it does not fit correctly into one of the listed **Categories**, select **No Category**.

7. Enter the points in the **Points Possible** text box. It is recommended that you keep the points 100 for consistency.

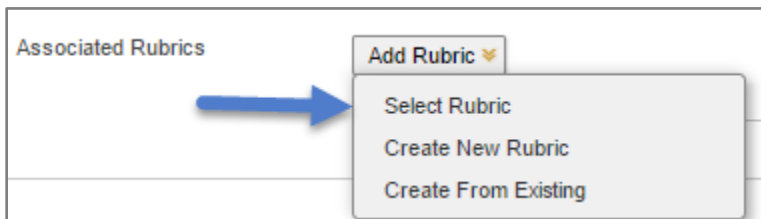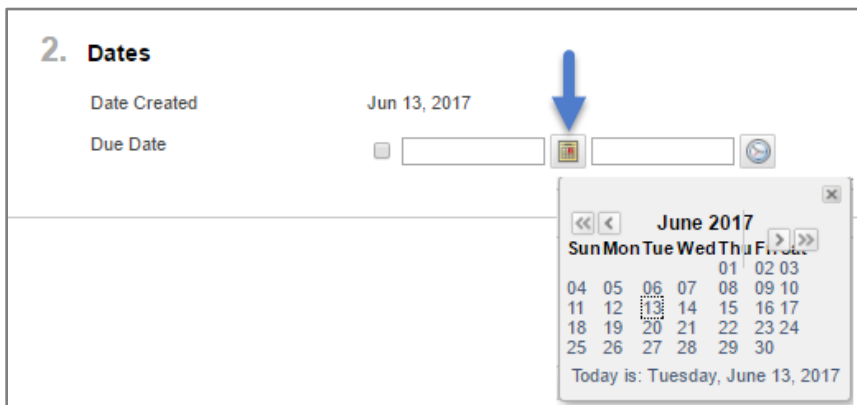8. If you have a rubric, click on **Add Rubric** and select the rubric.

9. Click on the **Calendar** to select the **Due Date** you want.

10. If you want to change the time, click on the **Time Icon**.

11. In order to be able to include the **Column** for use in Calculated Columns, such as Weighted Grades Columns or Total Point Columns leave the **Include this Column in Grade Center Calculations** field at **Yes**.

12. Leave the **Show this Column to Students** field at **Yes** to let the students see this column in their grades or change it to **No** to hide it from your students.

13. It is recommended that you leave the **Show Statistics to Students** at **No**. Changing it to **Yes** will show the students the average and median grade of the class as a whole, in addition to their own grade. Some students find this confusing because they think it is their grade or their grade average.

3. Options

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

14. Click **Submit** to submit the **Grade Column**.

Cancel   Submit