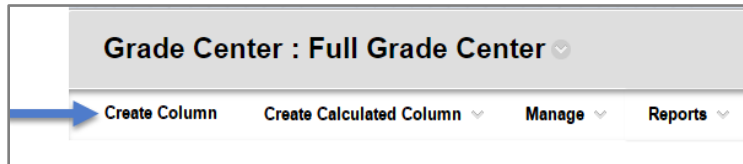
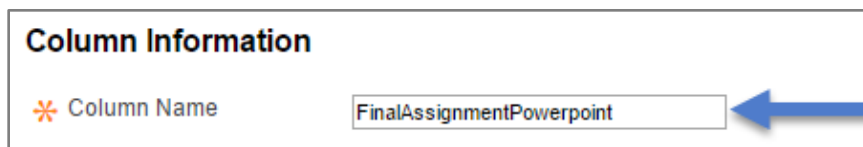


Creating a Grade Column

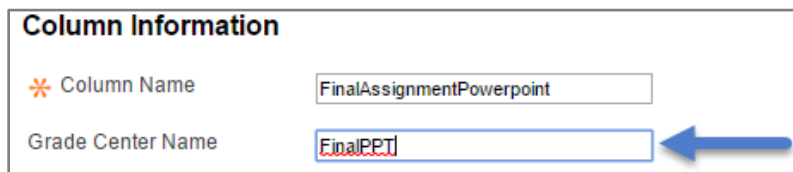
1. Click on **Create Column**.



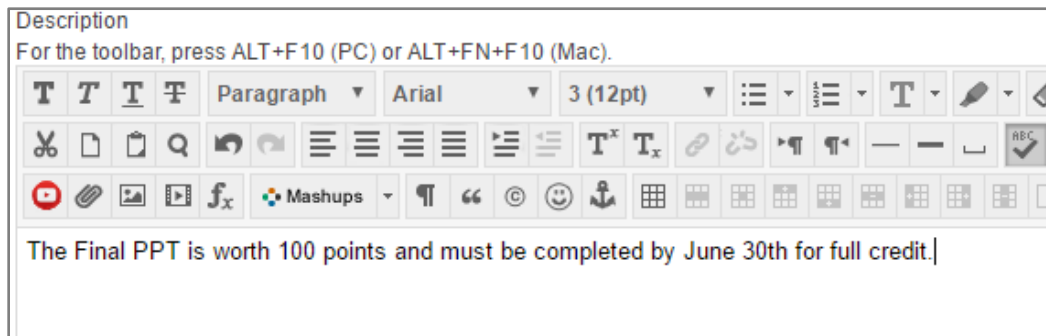
2. Enter the name of the column in the **Column Name** field.



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**.




Primary Display

Secondary Display

Category

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



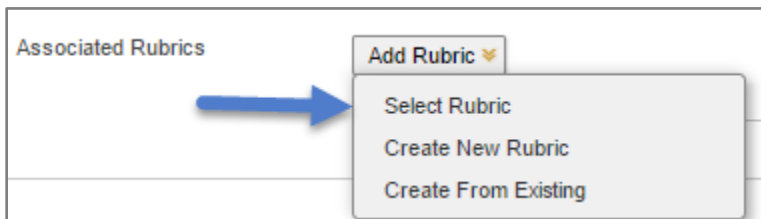
Primary Display

Secondary Display

Category

* Points Possible

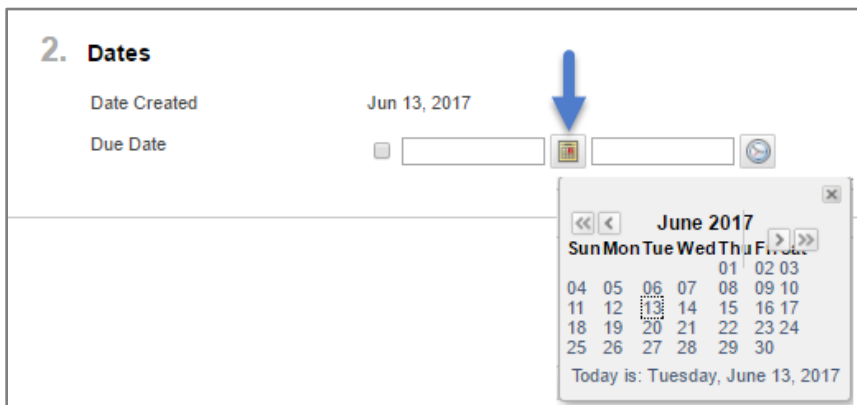
8. If you have a rubric, click on **Add Rubric** and select the rubric.



Associated Rubrics

- Select Rubric
- Create New Rubric
- Create From Existing

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



2. Dates

Date Created Jun 13, 2017

Due Date

June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Today is: Tuesday, June 13, 2017

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

Date Created Jun 13, 2017

Due Date 06/30/2017 11:59 PM

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

07:30 PM
08:00 PM
08:30 PM
09:00 PM
09:30 PM
10:00 PM
10:30 PM
11:00 PM
11:30 PM
End of Day

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**.

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

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.

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

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**.