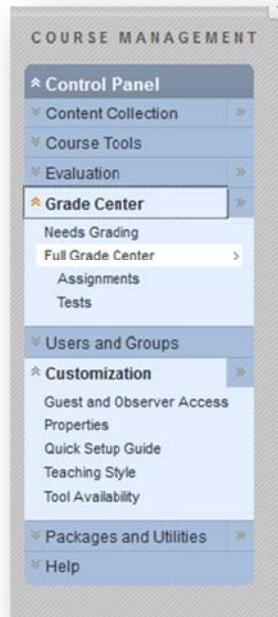


Creating a Column in the Grade Center


- 1) Select "Grade Center" from your Control Panel and then click "Full Grade Center".





- 2) Click the "Create Column" button




- 3) In the "Column Name" field, type a name for the new column.
- 4) In the "Grade Center Display Name" field, type a name specific for the grade center, if desired.
- 5) In the "Description" field, type a description, if desired.

Primary Display Score 
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display None 
This display option is shown in the Grade Center only.

Category No Category 




★ Points Possible

Associated Rubrics Add Rubric 

Name	Type	Date Last Edited

2. Dates

Date Created Jun 6, 2012

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

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 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

4. Submit

Click Submit to proceed. Click Cancel to quit.

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- 6) In the "Due Date" field, select or type a due date for this column.
- 7) Under "Options" select Include this column in Grade Center Calculations.
- 8) When you are finished changing settings as desired, click "Submit".