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



2) Click the "Create Column" button

Move To Top	Email 💝							
Grade Information Bar						1		
Last Name	🗵 First Name 🛛 🖾		Student ID 🛛 🖄	Last Access 🛛 🗵	Availability 🗵	Weighted Total 🗵	🕑 Total	\otimes
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- 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.

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	Submit		
Click Submit to proteed. Click Cancel to quit.	Click Submit to proceed. Click C	ancel to quit.	

- 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".