How to Add a Column to the Grade Center

1. Make sure Edit Mode is ON.
2. If Control Panel is not expanded, please click on the words Control Panel to expand it.
3. Click Evaluation.
4. Click Grade Center.
5. Click Create Column.
6. In Section 1: Column Information, type the Column Name in the box provided.
7. Optional, set a Grade Center Display Name that will appear for you in the Grade Center only.
8. In the Primary Display drop down choose your display type. This will be visible to both you and the student.
9. In the Secondary Display drop down choose your display type. This will be visible to only you in the Grade Center.
10. In the Category drop down choose your Grade Center category for this column.
11. In the Points Possible text box type the amount of points this column is worth.
12. In Section 2: Dates, you can set a due date for this column. Please note that this not a required field. If you do not want a due date select None.
13. In Section 3: Options, decide either Yes or No to the following questions:
   1. Do you want to include this column in the Grade Center calculations?
   2. Do you want this column visible to students?
   3. Do you want students to see overall class statistics for this column in the Grade Center?
14. In Section 4: Submit, click Submit.