


Topic: Creating Grade Center Columns


- 1 In the **Grade Center**, click **Create Column** on the Action Bar.
- 2 On the **Create Grade Column** page, enter the **Column Name** and optional **Description**. [Enter a brief, descriptive name. This becomes the column name in Grade Center, unless a shorter name or abbreviation is entered in the Grade Center Display Name text box. The optional description appears when the column information is viewed and when students view the column details in My Grades.]
- 3 Select the **Primary Display** from the drop-down list.
- 4 Optionally, select a **Category** in which to include the column.
- 5 In the **Points Possible** text box, enter the total points.
- 6 Optionally, select the radio node next to **Due Date** and enter a date.
- 7 Select the radio nodes next to the desired **Options**.
- 8 Click **Submit**.





Grade Center


1

Create Column

Create Calculated Column 

Manage 

Reports 



Create Grade Column

* Indicates a required field.

Cancel

Submit

1. Column Information

* Column Name

Participation 2

Grade Center Display Name

Partic

Description

Visual Editor: ON

Normal

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Points will be assigned for classroom contributions, group participation, and discussion posts.

Path: [body](#)

Primary Display

Score 3

Score

Text

Percentage

Letter

Complete/Incomplete

using the selected format. Grades display in this Grade Center and My Grades.

Secondary Display

Complete/Incomplete

This display option is shown in the Grade Center only.

Category

No Category 4

* Points Possible

50 5

2. Dates

Grading Period

None

Date Created

May 13, 2009

Due Date

☒ None 6

☐

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 **7**

Show this Column
to Students

☒ Yes ☐ No

Show Statistics
(average and
median) for this
column to Students
in My Grades

☐ Yes ☒ No

4. Submit

8

Cancel

Submit

The table below describes the options on the Create Grade Column page.

▼ Options	▼ Description
Primary Display: Score	Select to display the achieved score. This is the default.
Primary Display: Letter	Select to display a letter grade based on a percentage range defined in the Grade Center. For example, a score of 21/30 equals 70% and may appear as a C.
Primary Display: Text	Select to display a text comment you enter manually. For example, Satisfactory/Unsatisfactory.
Primary Display: Percentage	Select to display a percentage calculated from the achieved score. For example, a score of 21/30 is displayed as 70%.
Primary Display: Complete/Incomplete	Select to display a check mark when the item is submitted, regardless of the score achieved.
Include this Column in Grade Center Calculations	Select the Yes radio node to make the column available for potential inclusion when creating calculated columns.
Show this Column to Students	Select the Yes radio node to display the column to students in My Grades, the View Attempts page, and the Report Card module (if available).
Show Statistics (average and median) for this Column to Students in My Grades	Select the Yes radio node to show statistics for this column in My Grades.