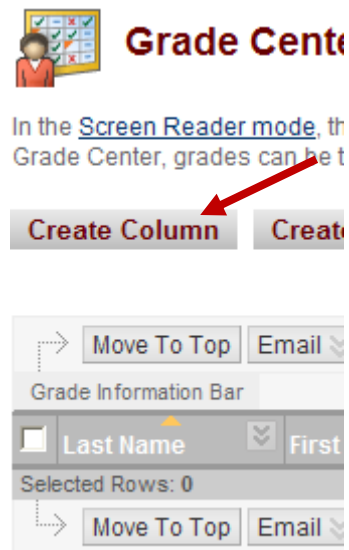
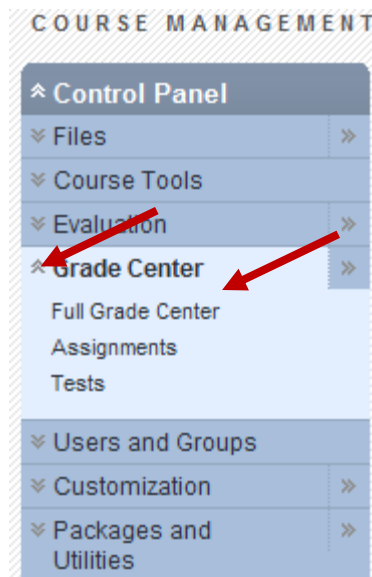


Adding a Grade Book Column

1. Click <Grade Center Arrow> to open drop menu and click <Full Grade Center>.
2. Click <Create Column>



3. Name the column and provide description.

1. Column Information

* Column Name

Grade Center Display Name

Description

(Rich text editor toolbar with various icons for text formatting and insertion)

4. Select primary display, usually score if point based

Primary Display

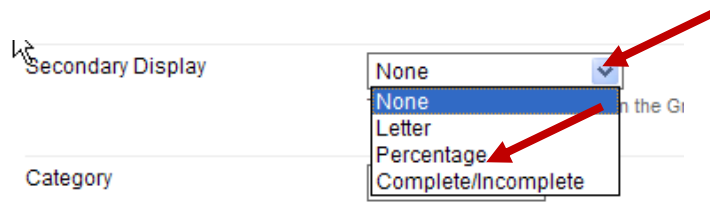
Secondary Display

(Dropdown menu showing options: Score, Letter, Text, Percentage, Complete/Incomplete. 'Score' is selected. Red arrows point to the dropdown arrow and the 'Score' option.)



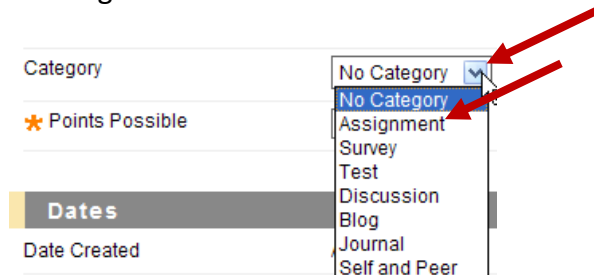
Adding a Grade Book Column

5. Leave secondary display as none or choose percentage. If 30 out of 40 points are earned, this will show 75%.



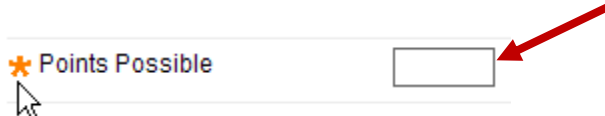
A screenshot of a dropdown menu for 'Secondary Display'. The menu is open, showing options: None (selected), Letter, Percentage, and Complete/Incomplete. Red arrows point to the 'None' option and the 'Percentage' option.

6. Choose Category. This will aid in grade calculations later.



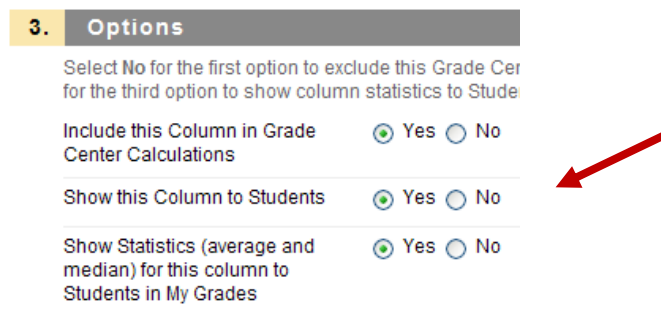
A screenshot of a dropdown menu for 'Category'. The menu is open, showing options: No Category (selected), Assignment, Survey, Test, Discussion, Blog, Journal, and Self and Peer. Red arrows point to the 'No Category' option and the 'Assignment' option.

7. Key in total points available for assignment.



A screenshot of the 'Points Possible' input field. The field is empty, and a red arrow points to it.

8. Choose desired options.



A screenshot of the 'Options' section. It contains three radio button options, all with 'Yes' selected. A red arrow points to the 'Show this Column to Students' option.

3. Options

Select **No** for the first option to exclude this Grade Center column from the Grade Center Calculations 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

9. Click <Submit>.



A screenshot of the 'Submit' button. A red arrow points to it.

