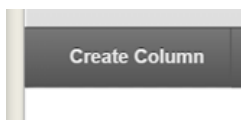


1. Under the Grade Center section of Course Management, click Full Grade Center



2. Click **Create Column**



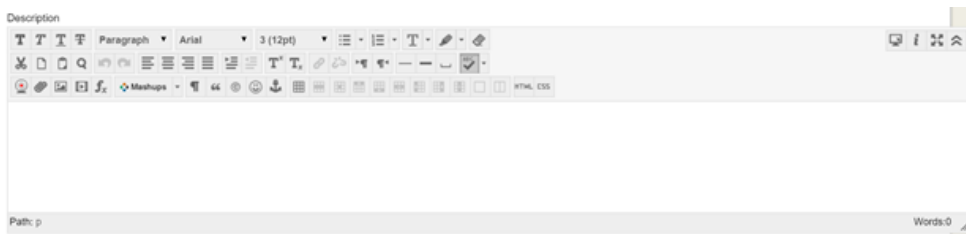
3. Give the column a name
 - a. If you would like the display text other than the Column Name, enter this text in the Grade Center Name textbox

1. Column Information

* Column Name

Grade Center Name

4. Enter a short description for the column



5. Select what kind of data you would like to display by changing the Primary Display
 - a. If you would like to display two separate types of data in one column use the Secondary Display section (ex. Both a score and the corresponding letter grade)

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

Secondary Display
This display option is shown in the Grade Center only.

6. Enter the amount of points possible (100)

* Points Possible

7. If needed, add a rubric by clicking **Add Rubric**

Associated Rubrics

Add Rubric ▼

Name

Type

Date Last Edited

Show Rubric to Students

8. If you would like to set a due date, enter the date and time of day

2. Dates

Date Created

Jan 5, 2016

Due Date

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

9. If you would like to include the column in calculations performed by Grade Center (ex, a column that totals the points of all grade center columns) leave the Yes button checked. Otherwise, click **No**

Include this Column in
Grade Center
Calculations

Yes No

10. If you would like to show the column to students, leave the **Yes** button checked. Otherwise, click **No**

Show this Column to
Students

Yes No

11. If you would like to show statistics about the column (such as the average class score) to the students, click **Yes**. Otherwise, leave the **No** button checked.

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

Yes No

12. Click **Submit**

Cancel

Submit