Grade Columns

Automatically created grade columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, associate it with a different category, and associate it with a rubric and grading period. You can also determine if students will see the results in My Grades, and include or exclude the column in calculations.

Manually created grade columns

1. In the Grade Center, select Create Column.
2. On the Create Grade Column page, type a brief name and an optional description. The name becomes the column name in the Grade Center and on students' My Grades pages. If the name is too long to display clearly in the Grade Center, add a shorter name in the Grade Center Name box. Only the first 14-15 characters appear in the column heading in the Grade Center grid.
3. Make a selection in the Primary Display menu. The selection is the grade format shown in the Grade Center and to students in My Grades. If you created custom grading schemas, they appear in the list.
4. Optionally, make a selection in the Secondary Display menu. The default setting is None. In the Grade Center column, the secondary value appears in parentheses. The secondary value doesn't appear to students.
5. Optionally, you can associate the column with a category. The default setting is No Category. Use categories to filter Grade Center data, create smart views, and create calculated columns.
6. In the Points Possible box, type the total points. Entries must be numeric.
7. If grading periods exist, you can associate the column with a grading period. If no grading periods exist, the menu doesn't appear. You can use grading periods to filter Grade Center data and create calculated columns.
8. Optionally, provide a Due Date. You can use due dates with the Retention Center to generate an alert if a test or assignment isn't submitted on time. Due dates also appear on the course calendar.
9. Select the Options:
   - Include this Column in Grade Center Calculations: Select Yes to make the column available for potential inclusion when creating calculated columns.
   - Show this Column to Students: Select Yes to display the column to students in My Grades.
   - Show Statistics (average and median) for this Column to Students in My Grades: Select Yes to include statistical information with the grade value when shown to students.

10. Select Submit.