

Creating Columns in Grade Center

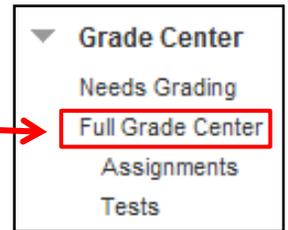
The process described below is for columns that the instructor creates manually by going directly to the Grade Center. Certain tools create their own columns in the Grade Center automatically. This will occur if you add a Test, an Assignment or a graded Discussion Forum, Blog, or Journal. Columns should not be created manually for these items.

Step 1: Access the Grade Center

Under **Control Panel** in Course Management, click on **Grade Center**

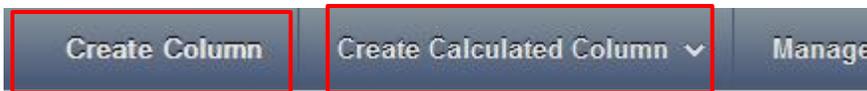


then, Full Grade Center



Step 2: Choose column type to create

Choose **“Create Column”** to add a column that can display manually entered scores or text.



Choose **“Create Calculated Column”** to add a column that will use existing columns in the Grade Center to compute an Average, Weighted Average, Total, or find the Max or Min value.

Step 3: Enter the required information

For all column types, a **“Column Name”** must be entered. This is the name that the students will see when looking at their grades in “My Grades”

1. Column Information

* Column Name

Grade Center Name

A **Grade Center Name** is generally **not advised** as it makes it more difficult to compare student view to the instructor view of column names.

NOTE: There is also a “Description Field”. Text entered here will appear under the column title in “My Grades”, but students need to click on a down arrow to “Expand Grade Details” in order to see it.

Step 4: Display settings

Both “regular” and calculated columns have **two Display settings – Primary and Secondary**.

NOTE: Only the Primary Display will appear in “My Grades” for the students.

If a Secondary Display is added, which is optional, it will appear in the Grade Center in parentheses after the Primary Display, as shown in this example: **77.00 (77.00%)** Here, the score is out of 100, so the score and percentage are the same. This is only seen by instructors.

Both **Primary and Secondary Displays** offer **5 options**:

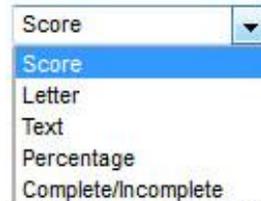
Score is the **most common** and will display the number with two decimal places.

Letter is based on a Grading Scheme defined by the instructor.

Text can be used to enter an alpha grade manually, or for other text (e.g., Good)

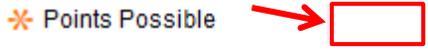
Percentage displays the result of dividing the score entered by points possible.

Complete/Incomplete enters a check mark once a score is entered for a student



Other settings for “regular” (non-calculated) columns

Points Possible is a **required** field.



Associated Rubrics: Must create the Rubric first, using the Rubrics tool under Course Tools.

Associated Rubrics

Add Rubric

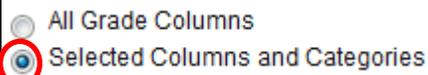
Due Date: If a due date is entered, it will appear on the course Calendar, in Class Work Dues Dates on the My Courses page, and under the column title in My Grades. This option generally **not recommended**. Due Dates for Assignments, Tests, or graded Discussion should be entered in the settings for those activities.



Settings for Average, Total, and Min/Max calculated columns

Selecting columns for calculation: Default is “All Grade Columns”

Usually change the setting to “Selected Columns and Categories”.



Next, click on **column title(s)** at left to select

Columns to Select:

Weighted Total
Total
Paper 1
Paper 2

Selected Columns:

Then, use **arrow** to move them to the “Selected Columns” box.

Calculate as Running Total: Default is “Yes”

Calculate as Running Total



Yes



No

If “**Yes**”, calculation only considers columns with values in them to compute each student’s result.

If “**No**”, then all columns selected for calculation will be included to arrive at each student’s result and any grade cells with no value will be treated as a zero.

Settings for "Weighted" calculated column

Click on **column title(s)** at left to select for calculation

Then, **use arrow** to move them to the "Selected Columns" box.

Enter the **value** for each percentage. The **total must be 100**

Calculate as Running Total: Default is "Yes".

Calculate as Running Total Yes No

If **"Yes"**, calculation only considers columns with values in them to compute each student's result.
 If **"No"**, then all columns selected for calculation will be included to arrive at each student's result and any grade cells with no value will be treated as a zero.

"Options" settings for all grade columns

Changing this setting to "No" will prevent this column from being an option when selecting columns to include in a calculated column. **"Yes" generally recommended.**

Changing this setting to "No" will prevent students from seeing his column when looking in "My Grades"

Changing this setting to "Yes" will enable students to see these statistics when looking in "My Grades"

These are the **DEFAULT settings**

Other

Click **"Submit"** to finalize creation of column

To **EDIT** column settings

- Click on gray circle with down arrow to right of column title to open options menu
- Choose "Edit Column Information"

Use **"Student View"** (under Course Tools)

As instructor, enter grades for "Demo User" in your Grade Center
 In student view, check "My Grades" tool to see which columns are showing to students