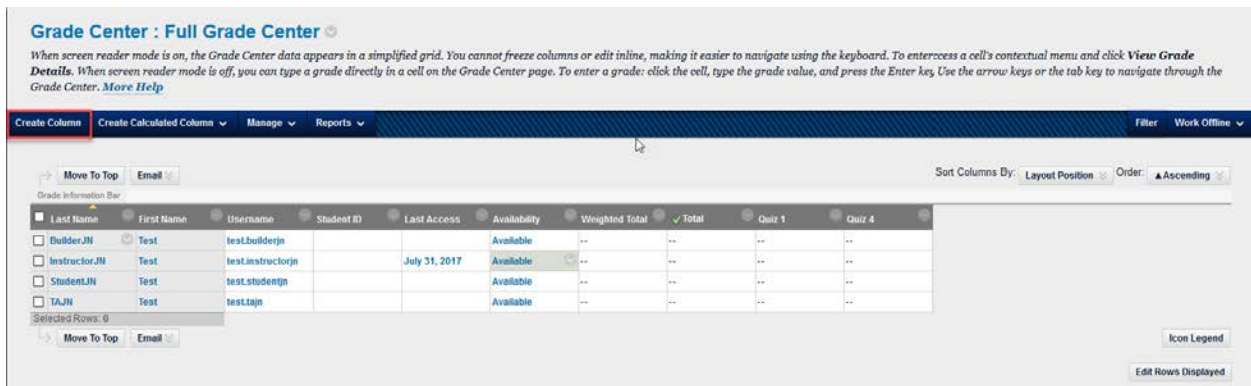


Click on the **Create Column** button on the left side.



Provide a column name for the grade center column. The grade center name can be different from the column name. You can optionally add a description.

### Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

\* Indicates a required field.

#### COLUMN INFORMATION

\* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and other formatting tools.

Path: p

Words:0

Choose the primary and secondary display. The primary display is what your students will see – only instructors see the secondary display version of the grade.

Primary Display: Score (selected), Letter, Text, Percentage, Complete/Incomplete, Letter

Secondary Display: (empty)

You can assign a **category** to the column.

Category: No Category (selected), Assignment, Survey, Test, Discussion, Blog, Journal, Self and Peer

\* Points Possible: (empty)

Associated Rubrics: (empty)

Specify the maximum number of **points possible**. You can associate a **rubric** for grading. You can specify a **due date**.

\* Points Possible:

Associated Rubrics:

Name	Type	Date Last Edited	Show Rubric to Students
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Specify the maximum number of points possible. You can associate a rubric for grading. You can specify a due date. Choose the remaining options and click on the **Submit** button.

**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

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

Click **Submit** to proceed. Click **Cancel** to go back.