Step by Step: Adding a New Column to the Grade Center

1. On the **Control Panel**, Click **Grade Center** action link.

2. On the Grade Center page, click the **Create Column** button.

3. On the **Create Grade Column** page, in the **Column name** box, type a name for the new column.

4. In the **Grade Center Display Name**, type a name specific for the grade center, if desired.
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5. In the **Description** text area, type a description, if desired.

6. In the **Primary Display** list, select the way you want the student grades to appear in the Grade Center and in [My Grades].

7. In the **Secondary Display** list, select the way you want the grades to appear in the Grade Center only.

8. In the **Category** list, select a category for the column, if desired.

9. In the **Points Possible** box, enter the points possible for this column.

10. To add any associated rubrics, click the Add Rubric button.
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11. In the **Dates** section, select:
   - a Grading Period, if set up
   - a **Due Date** box, using the
day and time picker tool.

```
2. Dates
   Grading Period: None
   Date Created: May 18, 2012
   Due Date: 
```

12. Under **Options**, select
   **Include this Column in Grade Center Calculations**.

13. Select **Show this Column to Students**, if desired.

14. Select **Show Statistics (average and median)** for
   this column to Students in My Grades, if desired.

15. When you are finished, click the **Submit button**.

16. A green **Success** bar will be
   at the top.

   The new column will appear
   at the far right side of the
   Grade Center.