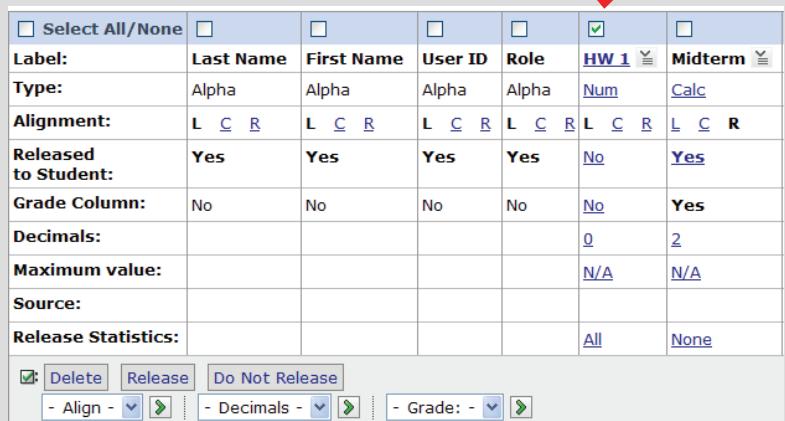
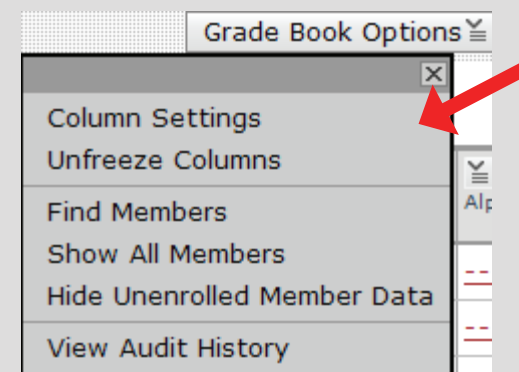
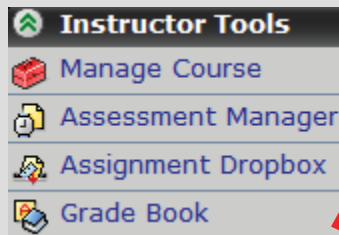
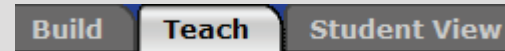


Make Column A Grade Column

Directions

1. From the **Teach** tab,
2. Click on **Grade Book**.
3. Select **Grade Book Options**, then select column settings.
4. Find the column you wish to change. In the row named 'Type' click on the Link in the column.
5. Select the drop down menu title **- Grade: -**
6. Select 'Yes'
7. Click the green arrow next to the drop down menu.

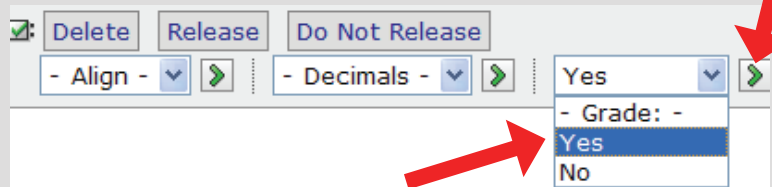
Diagram



<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	User ID	Role	HW 1	Midterm
Type:	Alpha	Alpha	Alpha	Alpha	Num	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	No	Yes
Grade Column:	No	No	No	No	No	Yes
Decimals:					0	2
Maximum value:					N/A	N/A
Source:						
Release Statistics:					All	None

Delete Release Do Not Release

- Align - - Decimals - - Grade: -



Make Column a Grade Column

Directions

8. (Note: If you do not want the column to be a grade column, repeat the process but select 'No' instead of 'Yes'.)

Diagram

