

## Create Calculated Column in the Grade Book

### Directions

1. From the **Teach** tab
2. Select **Grade Book** from Instructor Tools
3. Click on **Create Column**
4. Select 'Calculated Column'
5. Label the Column with an appropriate name, choose alignment, number of decimals, max value, stats to release and click **Save**

### Diagram

The diagram illustrates the process of creating a calculated column in a grade book through four sequential screenshots:

- Build Tab:** Shows the 'Build', 'Teach', and 'Student View' tabs. A red arrow points from the 'Teach' tab in the directions to this tab.
- Instructor Tools:** Shows a dropdown menu with options: 'Manage Course', 'Assessment Manager', 'Assignment Dropbox', and 'Grade Book'. A red arrow points from 'Grade Book' in the directions to this option.
- Grade Book Menu:** Shows the 'Grade Book' page with a breadcrumb 'Your location: Grade Book' and a menu containing 'Create Column', 'Enroll Members', 'Import from Spreadsheet', and 'Reorder Columns'. A red arrow points from 'Create Column' in the directions to this button.
- Create Column Dialog:** Shows a dialog box with options: 'Alphanumeric' and 'Calculated'. A red arrow points from 'Calculated' in the directions to this option.

The final screenshot shows the 'Create Column' configuration page for a 'Calculated Column'. It includes the following settings:

- Column label: Test 1
- Alignment: Left
- Decimals: 2
- Maximum value: (empty field) (Max)
- Grade-related column  
If selected, the column will appear on the Grade Book.
- Released to Student  
If Grade-related column and Released to Student, this column will appear to Students in their Grade Book.
- Release Statistics: None

At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points from the 'Save' button in the directions to this button.