Choose Control Panel

Choose Manage Course

Under Manage Students, click-on Manage columns

Columns view
Add a Column

Choose Add column

Enter column label

Select the column type

Choose

Move a Column

Select the for the column to move
Decide whether to move the column left or right, then select how many columns to move.

Choose

Delete a Column

To delete a column, select the check box for the column to delete.

Choose

Edit a Numeric Column

From Manage Students, in the Student table, under the column name,
choose **Edit**

In the Out of: box, enter the total possible points

To enter student scores, enter the score in the box

**Letter Grade Columns**

Choose **Add column**

Add a letter grade column

**Note:** Use a name similar to the numeric, calculated, or quiz column for the label to which it will be associated.

Choose **Add**
Using the breadcrumbs, click-on Manage Students

In the letter grade column, click-on Grade Scheme

Select the column that the letter grade is associated with

To apply the WebCT default grading scheme, choose (shown)

**Note:** To create a new grading scheme, in the table, change the lower limit and/or letter grade of each Range %, choose

To make this the new course default, choose

Choose Update
Overriding a Letter Grade

From Manage Students, select the student whose grade is to be overridden.

In the grade column, click Override.

Enter the new letter grade in the text box.

Choose Override.

Note: To return to the original grade, choose Revert.

Releasing Information to Students

Note: In order for students to see grades such as quiz results and assignment grades, the My Grades tool must be added to the course. The column containing the information then needs to be released.
Select the ☑️ for the column(s) to release.
At Release columns: select Yes from the drop-down menu.

Choose Go.

Hide Student Information
Select the ☑️ for the column(s) to hide.
At Hide columns: select Yes from the drop-down menu. Choose Go.