Add a Column in the Grade Center

- Access the Full Grade Center.

- Create Calculated Column.

- Name the Column.

- The Primary and Secondary Display do not need to be changed.
• Name the **Category**. Categories allows you to group related items together and:

  - **Filter your view of the Grade Center**. For example, you can view only assignment columns in the Grade Center grid.
  - **Calculate grades**. For example, you can assign a weight to a category when you calculate final grades with a weighted column.
  - **Create a smart view**. A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. For example, you can create a smart view that only displays columns associated with the test category.
  - **Create a report**. You can create a printable report that displays statistics of performance for all the columns in a certain category.

• You may add a Category by selecting **Manage** in the Full Grade Center, click **Categories**, **Create Category**.

• **Add Possible Points** and **Rubric** (optional).

  ![Category Management Interface](image)

  - Possible Points
  - Rubric

• Add **Due Date** (optional).

![Due Date Field]

- Enter dates as mm/dd/yyyy. Time may be entered in any increment.

• Select desired options.

![Options List]

- Include this Column in Grade Center Calculations
- Show this Column to Students
- Show Statistics (average and median) for this column to Students in My Grades

• When done, click **Submit**.

![Submit Button]

• If you made a mistake or would like to change/delete the column, access the **Full Grade Center** and click the down arrow next to the created column.

![Grade Center Settings]