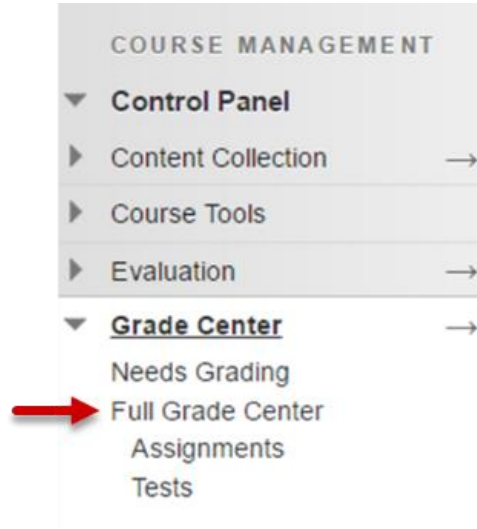
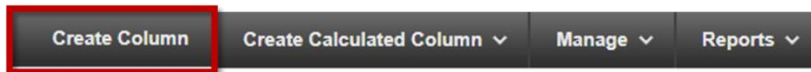


## Add a Column in the Grade Center

- Access the **Full Grade Center**.



- Create **Calculated Column**.



- Name the **Column**.

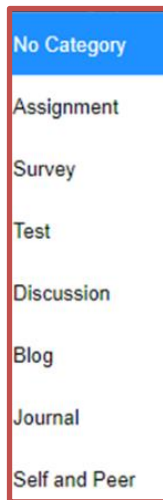
\* Column Name

- The **Primary and Secondary Display** do not need to be changed.

Primary Display

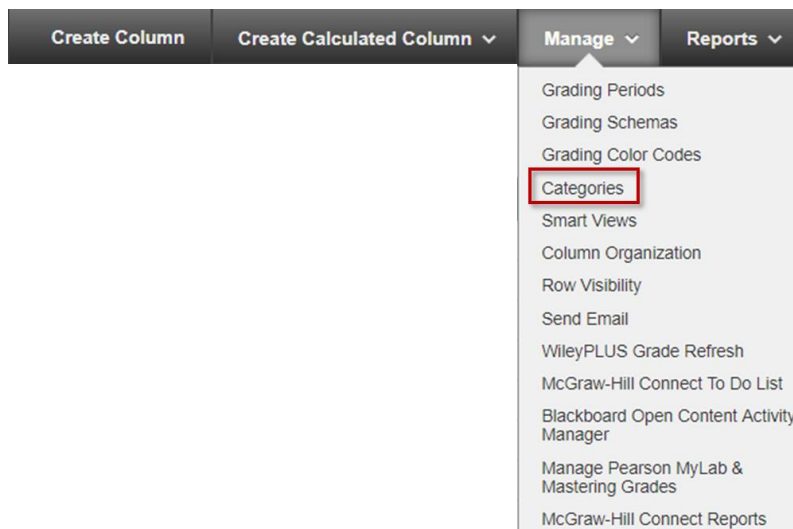
Secondary Display

- 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).

✱ Points Possible

Associated Rubrics

- Add **Due Date** (optional).

Due Date

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

- Select desired options.

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

- When done, click **Submit**.

**Submit**

- 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.

