

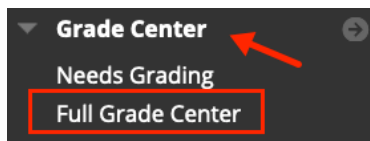
# CREATE GRADE COLUMNS

Grade columns are created to input grades for assignments that students manually hand into the instructor or for manual items such as class participation grades. If you are using ulearn for student submissions, please visit the [assignment](#) user guide, [collaboration tools](#) user guides, or the [test/quiz](#) user guides – using those tools will create grade columns when points are assigned.

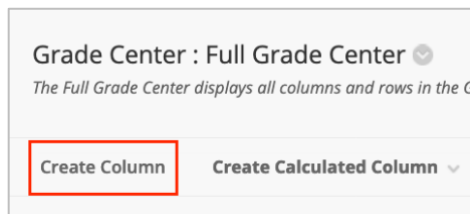
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## Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, click **Create Column**.



3. On the Create Grade Column page, complete the items in the Column Information section. **Column Name** and **Points Possible** are required. Leave the other options as shown below.

# CREATE GRADE COLUMNS

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description  
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Primary Display   
Grades must be entered using the selected display option.

Secondary Display   
This display option is shown in the Grade Center.

Category

\* Points Possible  ←

- (Optional) In the OPTIONS section of the page, you may modify the default settings. It is recommended that you leave the default settings as shown below.

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from the third option to show column statistics to students in My Grades.

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

- Click **Submit**. The column will appear in the Grade Center. Repeat these steps for adding additional columns.