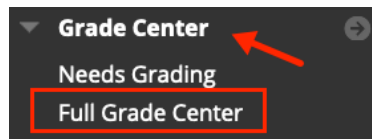


EDIT GRADE COLUMNS

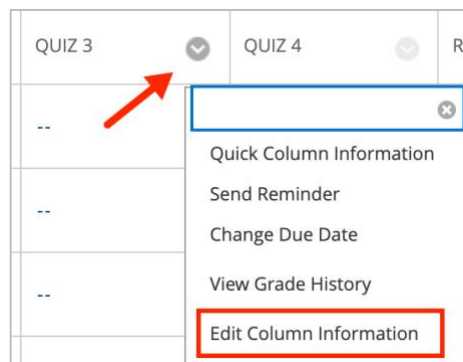
In ulearn, once a column has been created in the Grade Center, you can change the column information if necessary, such as the name, points, etc.,.

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. Locate the column you wish to edit and click on the arrow next to the title and select **Edit Column Information**.



3. The **Edit Column** page opens. Under **Column Information**, you can change the column's name, description, display type, category assignment, points possible and add/remove a rubric.
 - **Column/Item Name:** Seen by students and instructors when viewing the Grade Center main view.
 - **Grade Center Name:** (optional) Seen only by instructors because only instructors view a 'grade center'. There is no need to enter any information into this unless you desire to see a different name than the students do.
 - **Description:** (optional) You can enter a description from the column, students will see this information on their My Grades page.
 - **Primary Display:** Select the grading option for the column (i.e. score (points), percentage, complete/incomplete, etc.). If you want to assign a letter grade, use the JWU option. The JWU option is a pre-loaded scale that converts letter grades into percentages and percentages into letter grades.
 - **Secondary Display:** An optional field only seen by instructors/graders.

EDIT GRADE COLUMNS

- **Category:** Categories are useful if you weight grades by type when calculating the final grade. Select a category, if appropriate.
- **Points Possible:** At the base level, the Grade Center is based off of points. You will have to assign points for the grade in that column. Enter the point value of the column/assignment. If you prefer that students see a percentage or letter grade, select that option under **Primary Display** and the Grade Center will convert the grade to display properly as a percentage.
- **Add Rubric:** A tool that lists evaluation criteria for an assignment.

Note:

Remember that the point value you put in the points field is visible to students under the My Grades view. If you choose '0', you should address this in your initial discussion with students.

4. In the **Dates** section of the page, you can add or edit the **Due Date**. We recommend setting due dates for all assignments.

DATES

Date Created Sep 15, 2021

Due Date 11/21/2021 11:59 PM

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

5. Under **Options**, it is recommended that you leave the default options.

OPTIONS

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

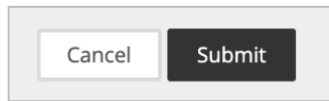
Include this column in Grade Center calculations Yes No

Show this column to students Yes No

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

EDIT GRADE COLUMNS

- When done, click the **Submit** button.

**Note:**

If you need to hide a grade center column from your students, under the Options click **No** in the “Show this Column to Students” radio box. You can also [show/hide](#) columns from students in the grade center view.