

Setting up the Grade Center

The Grade Center is set-up with Student Names, Usernames, Student ID, Last Access, and Availability.

Adding a Column

1. On the **Grade Center** page, just above the Grade Information Bar click **Create Column** link.
2. Enter the **Column Name**. Entering a **Grade Center Display Name** is optional and it will appear in place of the Column Name in the Grade Center for the instructor and in My Grades for the students. This may be useful for shortening column widths.
3. Use the drop down menu to select the **Primary Display**, which is the format that will be displayed in the Grade Center and in My Grades. The **Secondary Display** is optional and will appear in the parenthesis behind the Primary Display in the Grade Center. The Secondary Display is not visible to students.
4. Choosing a **Category** is optional but recommended if you will be weighting grades according to type and necessary if you would like to drop highest/lowest grades.
5. Enter the **Points Possible** and the **Due Date**.
6. In the **Options** area, choose whether you would like to include the grade, whether the grade will be visible to students, and whether you would like the class statistics to be visible to student in My Grades.
7. Click **Submit**.