Grade Center Columns

In the Grade Center, there are three types of columns: USER, GRADE, and CALCULATED. Each column has a contextual menu with options. The options that appear vary depending on the type of column.

User Columns

In a new course, six default user columns appear in the Grade Center grid: Last Name, First Name, Username, Student ID, Last Access, and Availability.

You cannot delete or edit default user columns. You can hide all but the first user column in the grid.

You can SORT a column by clicking on the down arrow next to the column heading and choosing SORT ASCENDING.

NOTE: You may also choose SORT DESCENDING.

Grade Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, determine if students will see the results in My Grades, and include or exclude the column in calculations.

The grade columns created automatically include:

- **ASSIGNMENTS**: When an assignment is ready to grade, the needs grading icon—the exclamation mark—appears in a student’s cell in the Grade Center, and you must grade the attempt manually.

- **SURVEYS**: Surveys are scored automatically by the system. When a student completes a survey, a check mark (✔) appears in the student’s cell in the Grade Center. To view survey results, access the column’s contextual menu and click ATTEMPTS STATISTICS. On the SURVEY STATISTICS page, you can view the percentage of students who selected each answer. **NOTE: You cannot view individual results as student responses are anonymous.**

- **TESTS**: Most test questions are scored automatically by the system. If you create a test that is comprised only of questions scored automatically, the grades appear in the students’ cells in the Grade Center.

- **DISCUSSION BOARD**: If you enabled grading for forums or threads, you must manually grade submitted posts. After a student submits the required number of posts, the needs grading icon appears in the student’s cell in the Grade Center.

- **BLOGS, JOURNALS, and WIKIS**: If you enabled grading, you must manually grade submitted entries and wiki contributions. After a student submits work, the needs grading icon appears in the student’s cell in the Grade Center.
Creating a Grade Column

If a grade column is not created automatically, you can create your own grade column for any student work you want to grade.

For example, you can create a column to record participation grades.

**Step 1:** Within the Grade Center, click on **CREATE COLUMN**:

![Create Column](image)

**Step 2:** Include the **COLUMN NAME** and **POINTS POSSIBLE**.

You may also add a description, change the display of the grade, and add a Rubric, but these are optional.

**Step 3:** Click **SUBMIT**.

![Create Grade Column](image)
You will now see the added Participation column along with the automatically created Assignments, Midterm and Final Exams:

Calculated Columns

In the Grade Center, you can create several different types of calculations: AVERAGE, MINIMUM, MAXIMUM, TOTAL, and WEIGHTED.

Creating Weighted Grades

By default there is one Weighted Total column created. You can edit the settings on this or add another Weighted Column.

Before creating the Weighted Columns, you want to decide what percentages you are going to give to your grades. For example:

- Assignments: 40%
- Midterm: 20%
- Final Exam: 20%
- Participation: 20%
Step 1: Click on the down arrow next to the WEIGHTED TOTAL Column and select EDIT COLUMN INFORMATION:

NOTE: The other way to do it is to select CREATE CALCULATED COLUMN/WEIGHTED COLUMN.

Step 2: Edit the COLUMN NAME and DESCRIPTION if you want. Change the PRIMARY DISPLAY to SCORE, LETTER, TEXT or COMPLETE/INCOMPLETE or leave it as PERCENTAGE.
Step 3: Select the **COLUMN**S and/or **CATEGORY**ES you would like to weight and click the right arrow to add them to the **SELECTED COLUMNS** side.

In our example, we will add:

- Midterm: **COLUMN**
- Participation: **COLUMN**
- Final Exam: **COLUMN**
- Assignments: **CATEGORY**
Step 4: Add the weights to the **SELECTED COLUMNS**. The **TOTAL** must add up to 100%.

- Midterm: 20%
- Participation: 20%
- Final Exam: 20%
- Assignments: 40%

You also have the option of dropping the highest or lowest grades.

Step 5: You may opt to **CALCULATE AS RUNNING TOTAL** and choose to **INCLUDE THIS COLUMN IN THE GRADE CENTER CALCULATIONS**.

Step 6: Click **SUBMIT**.