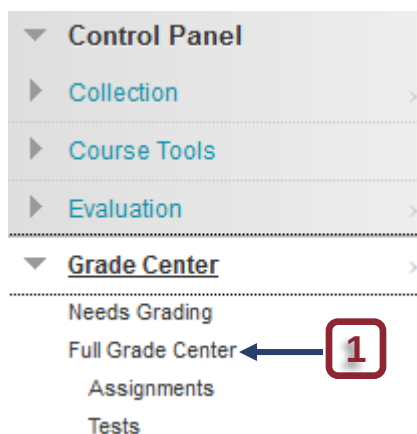


How to Create a Column in the Grade Centre?

1) In the **Control Panel**, under **Grade Centre**, select **Full Grade Centre**.



2) You will create columns for each course deliverables. Click on **Create Column**.



- 3) Enter a title.
- 4) Select **Score** as primary display.
- 5) Assign **possible points** and add a rubric (if applicable).

1. Column Information

✱ Column Name **3**

Grade Center Name

Description

Normal 3 Arial | **B** *I* U $\alpha\beta\gamma$ $\times_2$

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Path: body

Primary Display **4**

Secondary Display

Category

✱ Points Possible **5**

Associated Rubrics

6) Do not show the column to students until the grades are ready to be released.

2. Dates

Date Created Apr 25, 2013

Due Date ☐

3. Options

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☐ Yes ☒ No ← **6**

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

7) **Submit** to create a new column in the Full Grade Centre.

Exam 1 ☒ ← **7**

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Technical Assistance

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