



## To Manually Enter Grades in Grade Center:

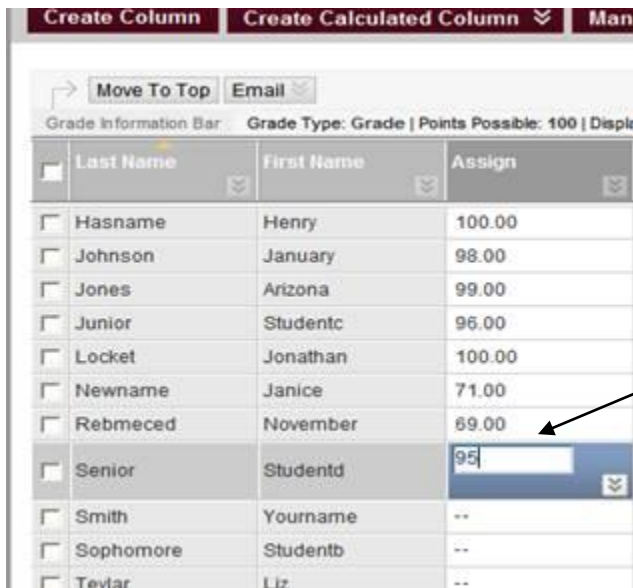
### To enter grades for an assignment or test that is not listed in the Grade Center:

You will first need to add a column to your Grade Center for the assignment or test that you want to enter grades to, so under the Control Panel :

1. Click on Grade Center
2. Then Click on Full Grade Center
3. Click on Create Column
4. Type a name in Column Name box
5. Fill in the information that will be unique for this column (Primary Display, Points Possible)
6. In #3 Options, make sure the "Include this Column in Grade Center Calculations" is set to Yes. Also if you want students to see this column in their Grades, then check Yes for "Show this Column to Students"
7. Click Submit
8. You will see your new column has been added to the Grade Center

### To add a grade to your newly created column:

1. In the Grade Center
2. Look for the student name and scroll over to the new column that you added
3. Click in the column cell
4. A box will appear where you can type the student's grade



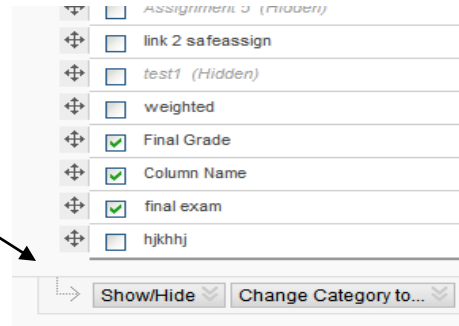
	Last Name	First Name	Assign
<input type="checkbox"/>	Hasname	Henry	100.00
<input type="checkbox"/>	Johnson	January	98.00
<input type="checkbox"/>	Jones	Arizona	99.00
<input type="checkbox"/>	Junior	Studentc	96.00
<input type="checkbox"/>	Locket	Jonathan	100.00
<input type="checkbox"/>	Newname	Janice	71.00
<input type="checkbox"/>	Rebmeced	November	69.00
<input type="checkbox"/>	Senior	Studentd	95
<input type="checkbox"/>	Smith	Yourname	--
<input type="checkbox"/>	Sophomore	Studentb	--
<input type="checkbox"/>	Teylar	Liz	--

5. Once the grade is entered, click the Enter key
6. The grade will be saved in the column & in the Grade Center

This procedure will work for any grades that you want to manually enter in the Grade Center.

## To Show/Hide Columns in Grade Center

1. In **Grade Center**, click on **Full Grade Center**
2. Select **Manage**
3. Click on **Column Organization**
4. Check the columns to hide/show
5. Select **Show/Hide**, then choose to **Hide Selected Columns** or **Show Selected Columns**
6. Click **Submit**



\*Although hidden, the column values will continue to be included in the **Grade Center Calculations** unless calculation specified.

not

## To Reorganize/Move Column Positions

1. In **Grade Center**, click on **Full Grade Center**
2. Select **Manage**
3. Click on **Column Organization**
4. Find the Column to reorganize/move
5. At the **four-sided arrow**, **click and drag** to the desired location

<input type="checkbox"/>	Test 20	Shown in Selected Views Only	Test	None	Apr 7, 2011	10
<input type="checkbox"/>	respondus_test - Requires Respondus LockDown Browser	Shown in Selected Views Only	Test	None	Apr 13, 2011	3
<input type="checkbox"/>	econ232-04 - Requires Respondus LockDown Browser	Shown in Selected Views Only	Test	None	Apr 20, 2011	100
<input type="checkbox"/>	Chem 131	Shown in Selected Views Only	Test	None	Apr 13, 2011	3