How to create a Grade Center Column:

1. Under Control Panel click on Grade Center and then Full Grade Center

2. Inside the Full Grade Center click on Create Column

3. Fill out Column Information, Dates and Options and click Submit.

4. Make sure Yes is set to include column in Grade Center Calculations

5. Your new Grade Center Column has been successfully created.
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
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 not specified.

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