



Grade Book: Creating Columns

When you create a column, specifying that the column is grade-related will automatically add that column to the Grades tab. The tab will also appear on the View all and Custom View tabs.

Alphanumeric, Selection List, and Text Columns

The settings for alphanumeric, selection list, and text columns are the same.

To create an alphanumeric, selection list, or text column:

1. From the *Teach* tab, under Instructor Tools, click **Grade Book**. The Grade Book screen appears.
2. Click **Create Column**, and from the ActionLinks menu, click one of: **Alphanumeric**, **Selection List**, or **Text**. The Column screen appears.
3. Enter the Column label and, from the drop-down list, select the *Alignment*.
4. Select whether the column is *Grade-related* and, if so, whether you want the column Released to Students.
5. Click **Save**. The column is added to the Grade Book.

A screenshot of the "Alphanumeric Column" settings dialog box. The dialog has a title bar "Alphanumeric Column" and a section "Column Settings". It contains a text input field for "Column label" with the value "E-mail Address", a dropdown menu for "Alignment" set to "Left", and two checkboxes: "Grade-related column" (unchecked) and "Released to Student" (checked). Below the checkboxes, there is explanatory text: "If selected, the column will appear on the Grades tab." and "If Grade-related column and this column will appear to S...". At the bottom are "Save" and "Cancel" buttons. A red asterisk and the text "* Required field" are at the bottom left. A callout box with a pointer to the "Released to Student" checkbox contains the text "Columns released to students appear in their My Grades tool." A mouse cursor is pointing at the "Save" button.

Calculated and Numeric Columns

The Column Settings for Calculated and Numeric columns are the same.

To create a Calculated or Numeric column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Calculated** or **Numeric** column. The Calculated or Numeric Column screen appears.

The screenshot shows the 'Calculated Column' configuration window. It includes the following elements:

- Column Settings**
 - * Column label:
 - Alignment:
 - Decimals: (Callout: **Select the number of decimal places.**)
 - Maximum value: (Callout: **Enter the maximum value.**) (Maximum value must be greater than 0 and less than 100000)
- Grade-related column
If selected, the column will appear on the Grade Book.
- Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in the Grade Book.
- Release Statistics: (Callout: **Select the statistics to be released to students.**)
- Buttons:
- * Required field

2. Enter the Column Settings and click **Save**. The column is added to the Grade Book.

Letter Grade Columns

To create a Letter Grade column:

1. From the Grade Book screen, click **Create Column**, and from the ActionLinks menu, click **Letter Grade column**.
2. Enter the Column Settings and, from the drop-down list, select the numeric or calculated column on which you want to base the letter grade column.
3. Click **Save**. The column is added to the Grade Book.