



## Grade Book: Modifying Column Settings

Column Settings determine how information appears in the columns. Column Settings allow you to adjust attributes such as alignment, number of decimals, and whether the column is released for students to view.

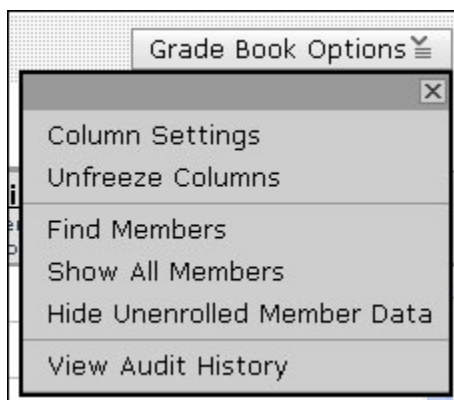
From Column Settings, you can:

- change the column label unless it is a default column, automatically created by a tool, or already contains data, for example, if an assignment was already submitted by a student.
- change the column type.
- indicate the alignment of the column – left, centered, or right.
- release grades to students.
- indicate whether the column is a graded column.
- specify the number of decimals that should be displayed in the column.
- edit the maximum value of the column.

**Note:** Depending on the column type, you may not be able to change specific settings.

### To modify column settings:

1. From the Grade Book screen, click **Grade Book Options** and click **Column Settings**.



The Column Settings screen appears.

Columns that are automatically created cannot be renamed.

Columns that you create can be renamed by clicking the linked label.

Column Settings

Create Column ▾

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions ?						Σ	Σ	Σ	Σ
<b>Label:</b>	First Name	Last Name	User Id	Role	Autobiography	Final	<u>Final Grade</u>	<u>Mid-term average</u>	Midterm
<b>Type:</b>	Alpha	Alpha	Alpha	Alpha	Alpha	Calc	Letter	Calc	Calc
<b>Alignment:</b>	L C B	L C B	L C B	L C B	L C B	L C R	L C B	L C B	L C R
<b>Released to Student:</b>	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
<b>Grade Column:</b>	No	No	No	No	Yes	Yes	Yes	Yes	Yes
<b>Decimals:</b>						2		2	2
<b>Maximum value:</b>						N/A		100	N/A
<b>Source:</b>									
<b>Release Statistics:</b>						None		None	None

Delete   Release   Do Not Release
 

- Align - ▾
- Decimals - ▾
- Grade: - ▾

2. To change a column label, click a linked label.
3. To change the Type, Alignment, Decimals, or Maximum Value, click the linked value. A pop-up screen appears, allowing you to enter a new value.
4. To change the **Released to Students and Grade Column** settings, click the **Yes/No** toggle.
5. To edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen.