CREATE GRADE COLUMNS

Create grade columns in your course using the following instructions.

Instructions

1. In the Course Management area of the course menu, click on Grade Center. A dropdown menu appears. Click on Full Grade Center.

2. In the Grade Center, click Create Column.

3. On the Create Grade Column page, complete the items in the Column Information section. Column Name and Points Possible are required. Leave the other options as shown below.
4. (Optional) In the OPTIONS section of the page, you may modify the default settings. It is recommended that you leave the default settings as shown below.

![Options Section]

5. Click Submit. The column will appear in the Grade Center.