

Gradebook: Creating a Grade Book Column

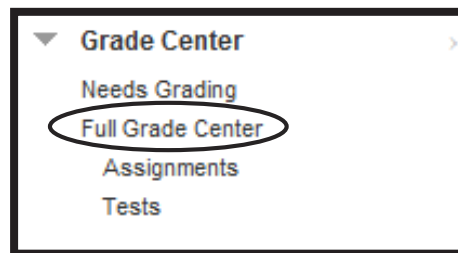
Grade Book

The grade book consists of grade columns created when course tools are set up to create grade book entries. Grade book columns can also have columns created manually to reflect non-tool grade items. Also calculated columns can be created to reflect totals, averages, and weighted averages.

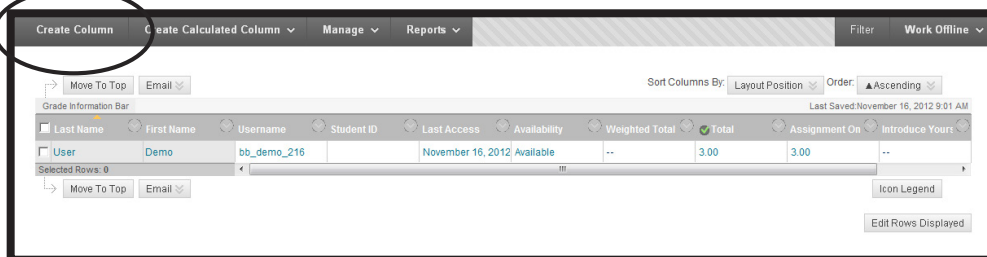
Create Column

- To access the Grade Center, choose **Grade Center** from your course menu.

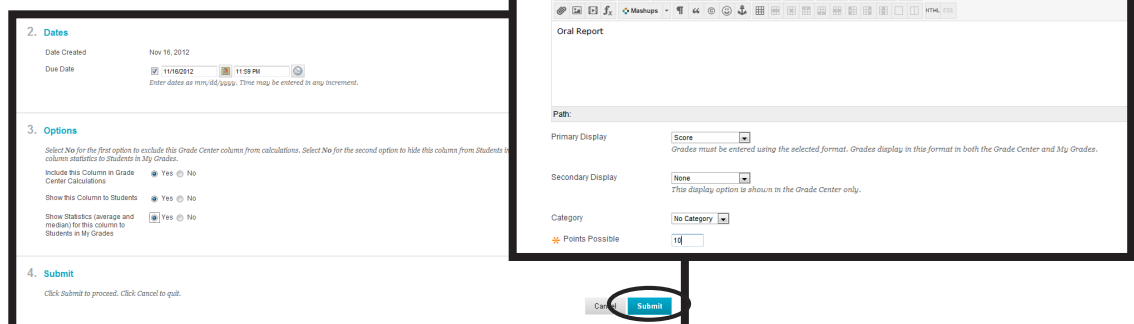
Choose the **Full Grade Center** option.



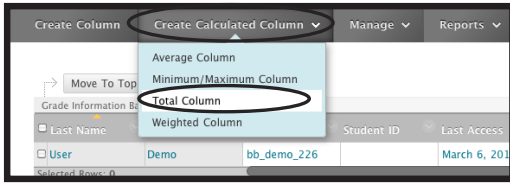
- The grades for your students and columns will appear. To add a grade column, **click the Create Column** button.



- Enter the information for your grade column. **Click the Submit** button when finished.



Create Calculated Column



1. To create a calculated column, **click** the contextual menu **Create Calculated Column** and choose your column type from the drop-down list.

2. Enter the information for your calculated column. **Click the Submit** button when finished.



3. Your new grade book column will appear.

Grade Information Bar											
Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted To	Total	Quiz One	Assignment	SafeAssignm	Total Grades
User	Demo	bb_demo_226		March 6, 2013	Available	--	--	--	--	--	--