



August 2015

# Gradebook: Creating a Grade Book Column

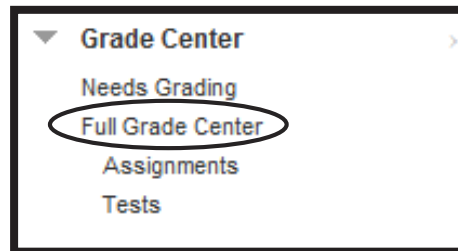
## Grade Book

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.

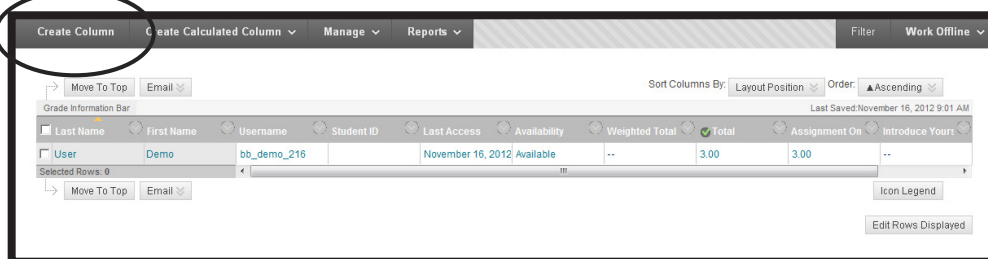
### Create Column

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

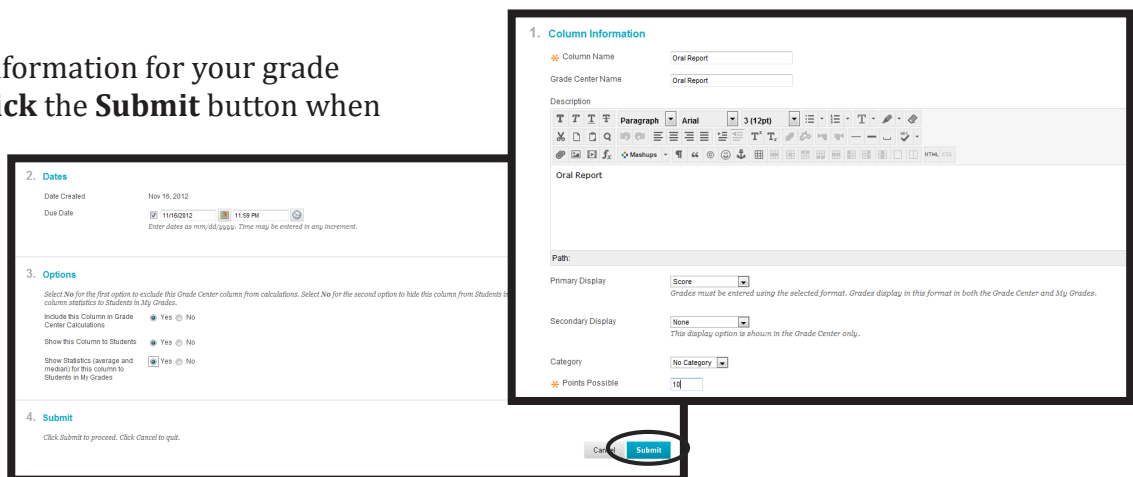
Choose the **Full Grade Center** option.



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

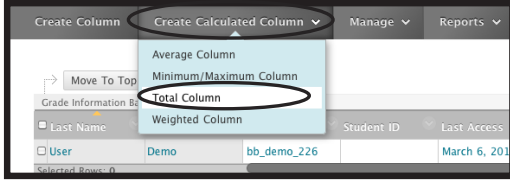


3. Enter the information for your grade column. **Click the Submit** button when finished.





## 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.

**Create Total Column**  
A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are used to calculate the total score for a student.

\* Indicates a required field.

1. Column Information

\* Column Name

Grade Center Name

Description

Path: p

Primary Display

Secondary Display

2. Dates

Date Created Mar 6, 2013

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

3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total.

Include in Total  All Grade Columns  
 Selected Columns and Categories

Calculate as Running Total  Yes  No  
A running total only includes items that have grades or attempts. Selecting No includes all items in the total.

4. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from the grade center.

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No



3. Your new grade book column will appear.

Grade Information Bar		Sort									
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	--	--	--	--	--	--