



Create a column in the Grade Centre

Step sheet

The columns in the Grade Center are created in the following ways:

- By default, for example, the columns with the student information, a **Total** column and a **Weighted** column
- When course copying – you can copy the columns from the previous year's module with the module content
- Automatically, when you create a graded assessment in clickUP
- *Manually by you for assessments that take place outside clickUP*

Each column in the Grade Center then represents any student effort that is measured. In this section, we will look at how to create a column manually.

1. In the **Control Panel**, click on **Grade Center**
2. Click on **Full Grade Center**
3. Click on **Create Column** button
4. Type a brief, descriptive **Column Name**. This name becomes the column name in the Grade Center and on students' **My Grades** pages unless you provide a different name in the **Grade Center Display Name** field. If you provide an alternative name, students need to understand it as this is the name they see on their My Grades pages.



NOTE: It is recommended that you use the same name for both, or else a different name will display for the same column on your and the students' Grade Centers, leading to a lot of confusion!

5. Optionally, type a **Description**. You can use the **Text Editor** functions to format the text. Information provided here appears to students when they click the **Details** function on their **My Grades** pages

6. Make a selection in the **Primary Display** drop-down list. The selection is the grade format shown in the Grade Center and to students on their My Grades pages
7. Optionally, make a selection in the **Secondary Display** drop-down list. The default setting is **None**. This option is shown in the Grade Center only

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NOTE: The students only see the Primary Display. Also, it is important to choose on display and use it throughout, otherwise your marks will not add up correctly.

Primary display	Blended lear	Secondary display
Score	11.00 (52.38%)	(Percentage)
	6.00 (28.57%)	

Figure 1: Primary and Secondary display

8. Optionally, you can associate the column with a category by making a selection in the **Category** drop-down list. The default setting is **No Category**. You can use categories to filter Grade Center data, create **Smart Views** that focus the view of the Grade Center data, and create calculated columns

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NOTE: If you create a column for a test, but you do not set the category to Test, it will NOT display in the Tests Smart View – you would have to click on Full Grade Center to view the column.

9. In the **Points Possible** field, type the total points. Entries must be numeric. You could also add a rubric here if you will be using rubrics to grade the student's work for example an Oral presentation.
10. If you have previously created a **Grading Period**, you can associate the column with a **Grading Period** by making a selection in the **Grading Period** drop-down list. You can use **Grading Periods** to filter Grade Center data and create **Calculated Columns**
11. Select the Options
12. **Include this Column in Grade Center Calculations:** Select **Yes** to make the column available for potential inclusion when creating calculated columns
13. **Show this Column to Students:** Select **Yes** to display the column to students on their **My Grades** pages.
14. **Show Statistics (average and median) for this Column to Students in My Grades:** Select **Yes** to include statistical information with the grade value when shown to students
15. Click on **Submit**