Grade Column Creating for Manual Grade Entry

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. Click the **Create Column** button.

COLUMN INFORMATION

Column Name   **Name your Column (assignment)**

Grade Center Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

| T T T T | Paragraph ▼ | Arial | ▼ | 3 (12pt) | ▼ |

Path: p   Words

Primary Display   Score ▼
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display   None ▼   **If you used weighted grades, select your category**
This display option is shown in the Grade

Category   No Category ▼

Points Possible   **Add possible points**

Associated Rubrics   Add Rubric ⌄

| Name | Type | Date Last Edited | Show Rubric to Students |

DATES

5. Click **Submit**.
6. To change column setting, click the **arrow** to the right of the column heading and select **Edit Column Information**.

Entering Grades

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. Click a **grade cell**.
5. Type the **grade**.
6. Hit the **Enter** key on your keyboard to move to the next student.
7. Repeat to enter additional grades.