1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Click on the Create Column button.

3. Type in the name of the column in the Column Name text area.

**NOTE:** This is a formal name for the column, and is displayed in the Grade Center if no Grade Center Display Name is entered. This field will only accept 15 characters.

4. **Grade Center Display Name:** Do not use this option as it’s not working properly.

5. **Optional: Description** Type in a description about the column in the Description text area.

6. **Primary Display:** Use this option to select how the grades will be recorded for this column. This selection will also set how students will see their grades. **Always enter grades using the same score style selected for primary display. For example, if percentage (%) is selected the grades will always have to be entered in the form of a percentage into the Grade Center.**

7. **Optional: Secondary Display:** Use this selection to specify an alternative way to view grades while in the Grade Center. Only course instructors will see this score option. Use the picture below to see this option in action.

---

**Example Without Secondary Display Set**

<table>
<thead>
<tr>
<th>WK1 HW</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.00</td>
</tr>
<tr>
<td>10.00</td>
</tr>
<tr>
<td>7.00</td>
</tr>
</tbody>
</table>

**Example With Secondary Display Set as Parentage**

<table>
<thead>
<tr>
<th>WK1 HW</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.00 (100.00%)</td>
</tr>
<tr>
<td>10.00 (40.00%)</td>
</tr>
<tr>
<td>7.00 (28.00%)</td>
</tr>
</tbody>
</table>
8. **Category:** Use this option to categorize the Grade Center columns.

   **NOTE:** If you are going to be weighting grades by category, make sure to properly categorize your columns.

9. Type in the points possible for this item in the **Points Possible** text area.

10. **Include this Column in Grade Center Calculations:**
   - a. Select **YES** to have grades entered in this column included as part of student grades.

   - b. Select **NO** to have grades entered into this column not included as part of a student grades.

11. **Show this Column to Students:**
   - a. Select **YES** to allow students to view this Grade Center column when viewing their grades.

   - b. Select **NO** to hide this column from students view.

12. **Show Statistics (average and median) for this column to Students in My Grades:**
   - a. Selecting **YES** gives the students the ability to view basic statistics about this column such as class average etc.

   - b. Selecting **NO** will hide basic statistics collected about this column from student view.

13. **Click the Submit button** to add the column to the Grade Center.