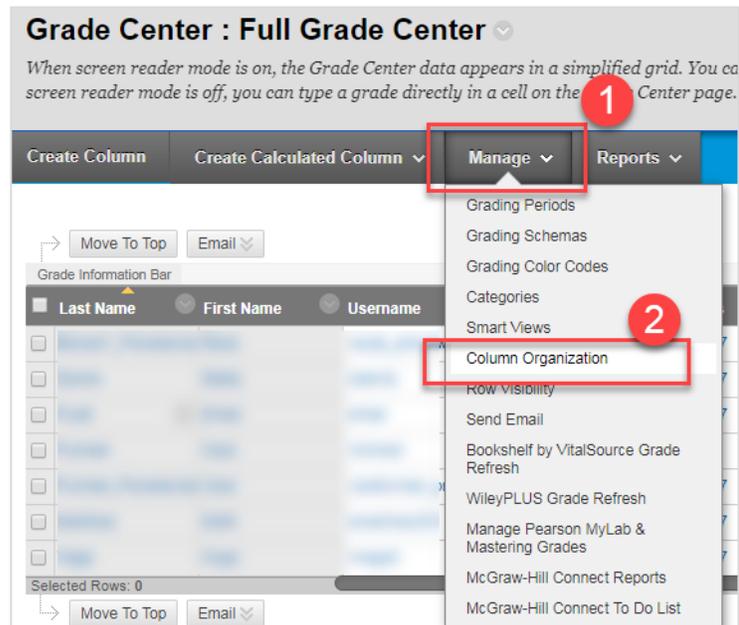


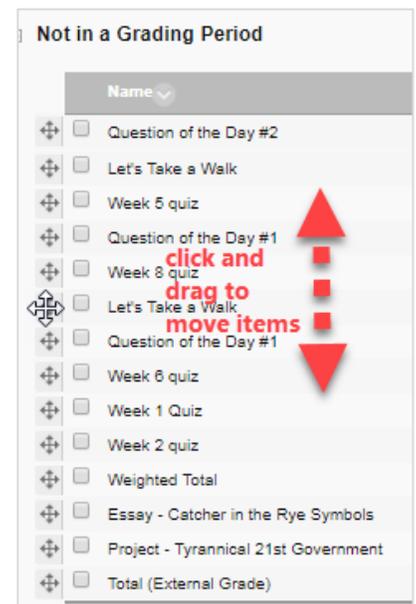


HOW TO ORGANIZE GRADE CENTER COLUMNS

1. In **Full Grade Center**, click on **Manage**.
2. Click on **Column Organization**.



3. Place the cursor over one of the arrows. The cursor will change to a four headed arrow. Click and drag the item to reorder.
4. Release the mouse button when the item reaches the position where it should be dropped.
5. When finished rearranging, click **Submit**. The grade columns will display in the new order on the main Grade Center page.

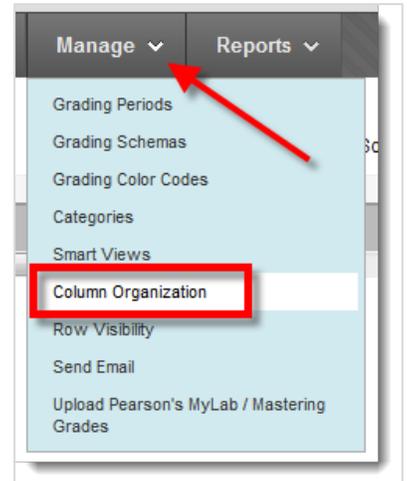
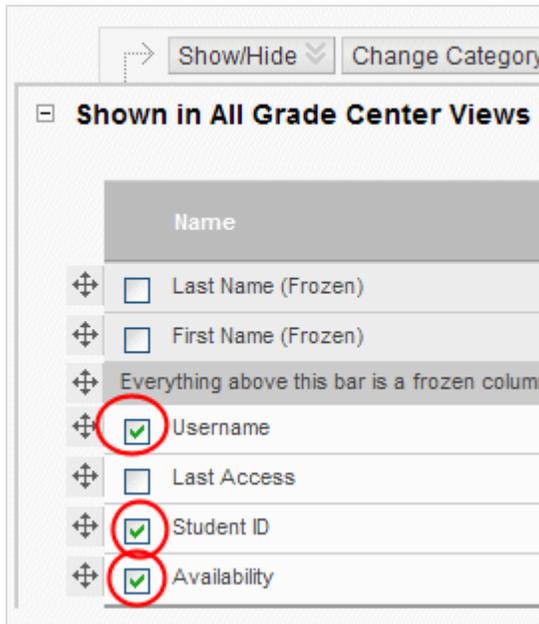




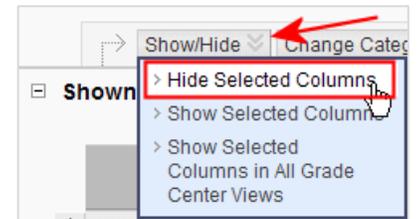
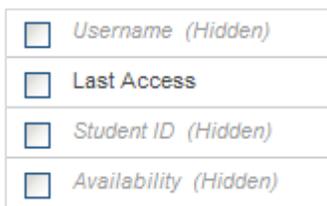
HOW TO HIDE COLUMNS IN GRADE

PLEASE NOTE: THE FOLLOWING DIRECTIONS WILL SHOW HOW TO HIDE COLUMNS FOR INSTRUCTORS ONLY. THIS WILL NOT AFFECT THE STUDENT'S VIEW (MY GRADES).

1. In the **Grade Center**, click **Manage** and select **Column Organization** from the menu.
2. On the **Column Organization** page, decide what item(s) should be hidden. Place a check mark in each check box that you would like to hide.



3. At the top of the page, select the menu for **Show/Hide**.
4. Click **Hide Selected Columns** from the menu. The page will immediately update. The selected column names turn gray and the word "(Hidden)" appears in the list next to the column name.



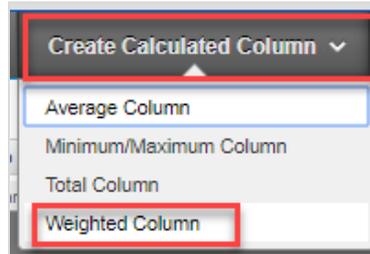
5. Click **Submit** when finished. On the main Grade Center page, the selected columns no longer display.



HOW TO CREATE A WEIGHTED COLUMN IN GRADE CENTER

1. In Grade Center, select **Full Grade Center**.
2. In **Create Calculated Column**, click on the chevron to show **Weighted Column**.

PLEASE NOTE: A WEIGHTED COLUMN CALCULATES AND DISPLAYS A GRADE FOR A SELECTED NUMBER OF COLUMNS BASED UPON EACH COLUMN'S RESPECTIVE WORTH OF THE TOTAL GRADE.



3. Enter a **Column Name** (REQUIRED) and Grade Center Name (OPTIONAL and will display as the column header in the Grade Center.)
4. Provide a **Description** (OPTIONAL), but may help you identify the column.
5. Select the **Primary Display** option: Score, Text, Percentage, Letter, and Complete/Incomplete.
6. In **Select Columns**, select the columns and categories to include in this weighted grade and set the weight percentages. You can weigh by individual assignments, by category, or assessments. TIP: If you have more than one of the same type of assignment, such as 4 quizzes or 3 projects, weigh by category. You can always go back to Full Grade Center to assign a category to an item.

3. Select Columns

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select

- Weighted Total
- Total
- Question of the Day #1
- Let's Take a Walk
- Question of the Day #1
- Question of the Day #2
- Essay - Catcher in the Rye Symbols
- Week 1 Quiz
- Week 2 quiz
- Week 5 quiz
- Week 8 quiz
- Week 9 Quiz
- Let's Take a Walk
- Column Information

Categories to Select

- Survey
- Text
- Blog
- Journal
- Self and Peer

Category Information

Test/Week 1 Quiz, Week 2 quiz, Week 5 quiz, Week 8 quiz, Week 9 quiz

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- 50 % Column: Project - Tyrannical 21st Government
- 20 % Category: Discussion
 - Weight Column: Equally Proportionally
 - Drop Grades Drop Highest Grades Lowest Grades
 - Use only the Lowest Value to Calculate Highest Value to Calculate
- 50 % Category: Assignment
 - Weight Column: Equally Proportionally
 - Drop Grades Drop Highest Grades Lowest Grades
 - Use only the Lowest Value to Calculate Highest Value to Calculate

Total Weight: 100%

Calculate as Running Total Yes No

A Running Total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

Select column, click on arrow to move to right. Assign a percentage.

7. Allow the defaults, **Yes** for *Include this Column in Grade Center Calculations* and *Show this Column to Students*, and **No** for *Show Statistics to Students in My Grades*. Click **Submit**.

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 Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

- 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