

Competencies

After reading this document, you will be able to:

- ◆ Create columns for storing or calculating data.
- ◆ Edit grade book columns.

Grade Book Columns

A number of grade book columns are created by default. Columns can be created manually to store information about students or to assist with managing or calculating grades. Listed below are the different types of grade book columns that can be created.

Alphanumeric: allows the entry of a short string of text or numbers.

Calculated: displays the numeric result of a formula created for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns.

Grading form: allows the selection of performance criteria from the associated grading form.

Letter Grade: generates a letter grade based on the values of a numeric or calculated column. It is possible to edit the numeric ranges that determine which letter grade is assigned.

Numeric: allows numeric values to be entered only.

To create an alphanumeric, letter grade, selection list, or text column in the Grade Book:

- 1 From the *Teach* tab, under Instructor Tools, click **Grade Book**.
- 2 Click **Create Column**, and from the ActionLinks menu, click one of: *Alphanumeric*, *Letter grade*, *Selection list*, or *Text*.
- 3 Enter the column label.
- 4 Select the alignment for the column's content.
- 5 Select whether the column is Grade-related and, if so, whether the column will be released to students.
- 6 For letter grade columns, select the numeric or calculated column on which to base the letter grade column.

Your location: [Grade Book](#) > **Create Column**

Alphanumeric Column

Column Settings

* Column label:

Alignment: ▼

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required field

Figure 1: Grade Book Columns - Create Column

- 7 Click **Save**.

To create a grading form column in the Grade Book:

- 1 If not already done, create the grading form using the *Grading Forms* tool found in *Instructor tools*.
- 2 From the *Teach* tab, under *Instructor Tools*, click **Grade Book**.
- 3 Click **Create Column**, and from the *ActionLinks menu*, click **Grading form**.
- 4 Enter the column label. Select the alignment for the column's content.
- 5 Click **Select Grading form**, select the form, and click **Select**. The title of the grading form and the maximum value will appear. It is possible to click the title's link to preview the grading form, or click the **Remove** icon to select a different grading form.

< Your location: [Grade Book](#) > **Create Column**

Grading Form Column

Column Settings

* Column label:

Alignment: ▼

* Grading Form: [Participation Grading Form](#)

Decimals: ▼

Maximum value: 9

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

Release Statistics ▼

* Required field

Figure 2: Grade Book - Adding a Grading Form Column

- 6 Select the number of decimal places for the grades.
- 7 Select whether the column is *Grade-related* and, if so, whether the column will be released to students.
- 8 Select the column statistics to be released to students: None, Average Only, or All.
- 9 Click **Save**.

To create a calculated or numeric column:

- 1 From the *Grade Book* screen, click **Create Column**, and from the *ActionLinks* menu, click **Calculated** or **Numeric**.
- 2 Enter the column label.
- 3 Select the alignment and number of decimal places for the column values.
- 4 Enter the maximum value for the column.
- 5 Select whether the column is *Grade-related* and, if so, whether the column will be released to students.
- 6 Select the *release statistics* to be released to students: *None*, *Average Only*, or *All*.

Your location: [Grade Book](#) > **Create Column**

Calculated Column

Column Settings

* Column label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

Release Statistics

* Required field

Figure 3: Grade Book Columns – Create Calculated or Numeric Column

- 7 Click **Save**.
- 8 Before the selection list or calculated column, can be used more information must be added to the column.

Editing Grade Book Columns

Selection List, Calculated and Letter Grade columns can be added to the grade book but cannot be used until they have been edited.

- ◆ To edit *Selection List* columns the selection list options must be entered.(see Figure 4)

Your location: **Grade Book**

Edit Selection List for: Student Performance

Move	Item
<input type="checkbox"/>	Poor
<input type="checkbox"/>	Fair
<input type="checkbox"/>	Good
<input type="checkbox"/>	Excellent
<input type="checkbox"/>	Outstanding
<input type="button" value="Add Item"/>	(insert above first selected item)

Figure 4: Grade Book Columns - Editing Grade Book Columns – Selection List

- ◆ To edit *Calculated* columns the formula must be entered to calculate the data.

- ◆ To edit *Letter Grade* columns the numeric range associated with each letter grade can be changed. (see Figure 5)

Your location: [Grade Book](#) > **Edit Letter Grade Scheme**

Edit Letter Grade Scheme for: MidTerm Grade

Base letter grade on column ▾

Grade	Range	Actions ?
<input type="radio"/> A+	<input type="text" value="100"/> and above	
<input type="radio"/> A	<input type="text" value="90"/> or greater, and less than 100	<input type="button" value="✕"/>
<input type="radio"/> D	<input type="text" value="60"/> or greater, and less than 70	<input type="button" value="✕"/>
<input type="radio"/> E	<input type="text" value="50"/> or greater, and less than 60	<input type="button" value="✕"/>
<input type="radio"/> F	less than 50	

(insert above selected grade)

Comment:

Figure 5: Grade Book Column - Letter Grade column – Edit Letter Grade Scheme