**Faculty Tutorial:**
**Grade Center: Add a Column**

**Purpose:** To show faculty how to add a "Column" to the "Grade Center," in MyHills.

A column is needed when you wish to record gradable items that are not submitted via MyHills. For example, if students deliver a presentation or submit an assignment via hardcopy during a face-to-face class session, and you want to record their grades in MyHills, you would use this method. Gradable items submitted via MyHills, such as an "Assignment," "Discussion," or "Test," will have a Grade Center column created automatically.

From within "Grade Center," click "**Create Column**."

**Note: See the tutorial "Access the Grade Center" to learn how to access the "Grade Center."**
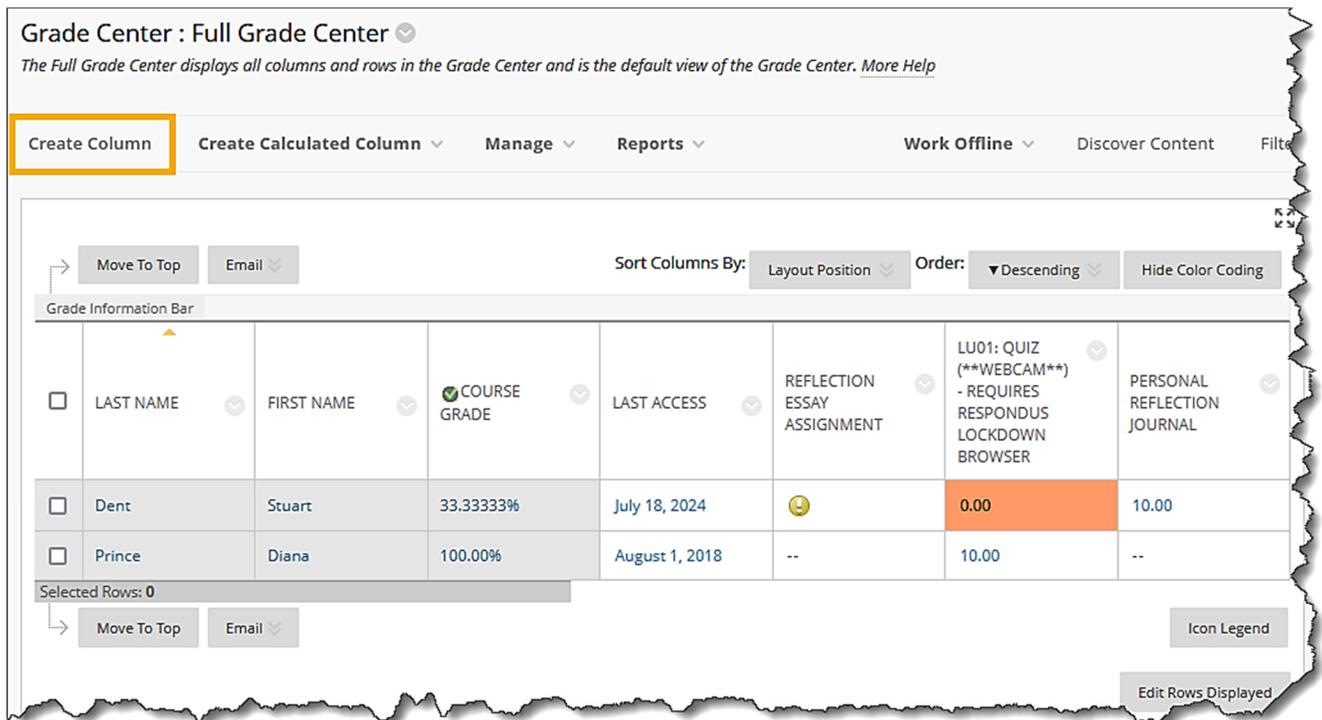


The "Create Grade Column" page will open.

Enter a title for the assessment in the box next to "Column Name." This title is what will appear for instructors when viewing the "Grade Center" unless a different "Grade Center Name" is entered (shown below). The "Column Name" is the title that will *always* appear for students when they view "My Grades."

**Note: To avoid confusion, it is recommended that the "Column Name" be the title of the assessment. "Column Name" is a required field.**

**Create Grade Column**

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. More Help

* Indicates a required field.

**COLUMN INFORMATION**

\* Column Name

Lab Work

Grade Center Name

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

If you would like the name of the column to be different in the "Grade Center" than what appears for students in "My Grades," then you may enter a different name in the box next to "Grade Center Name."

**Note: This is not recommended, as it can add unnecessary confusion for both the instructor and for students when the name of an assessment is different for students and the instructor.**

Type a description for the column in the "Description" box.

**Note: The "Description" is optional. If you choose to enter a description, it will be visible to students when viewing their "My Grades."**

You can edit your description using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

Click the drop-down arrow next to "Primary Display" and select how you would like grades to appear in the "Grade Center" for you, as the instructor, and in the "My Grades" area, for students. You may choose "Score," "Letter," "Text," "Percentage," or "Complete/Incomplete."

**Note: Grades must also be entered using the selected format.**
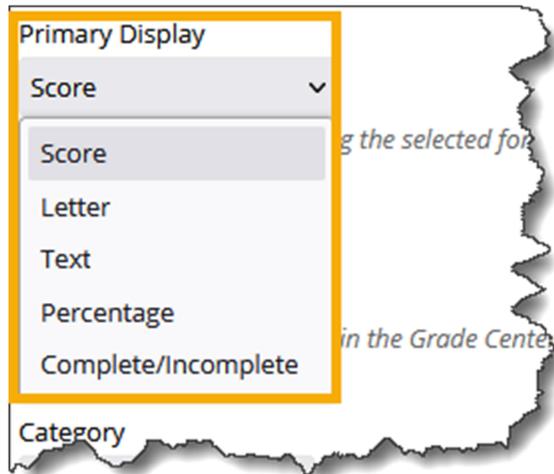


You can also choose a "Secondary Display." Select any display option other than what you chose as the "Primary Display." The "Secondary Display" will be shown in the "Grade Center" only. It will **not** appear for students in their "My Grades" area.

**Note: "Secondary Display" is optional.**



Click the drop-down arrow next to "Category" and select a category from the list that appears. It is important that you correctly categorize assessments, as you will likely weight categories to determine the final grades for the course.

**Note: "No Category" will be selected by default, so be sure to make a selection. If you need to create a new category, see the tutorial "Grade Center: Add a Category."**

Category

No Category

- No Category
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Basic LTI
- Quizzes
- Labs
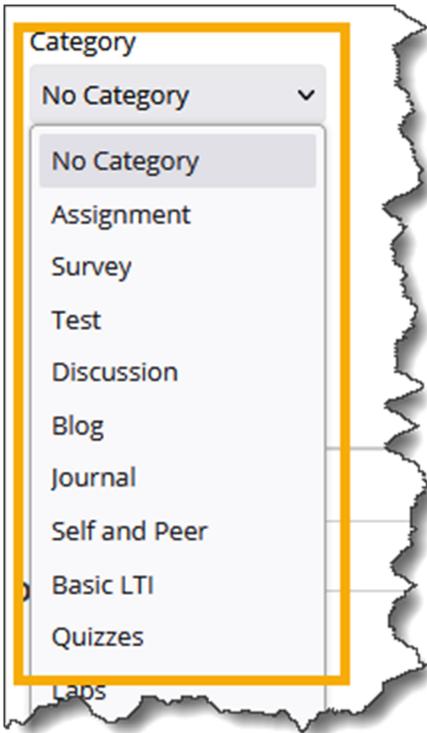
Enter the number of points possible for the assessment in the "Points Possible" box.

Primary Display

Score

Grades must be entered using the selecte...

Secondary Display

Percentage

This display option is shown in the Grade ...

Category

Labs

* Points Possible

20
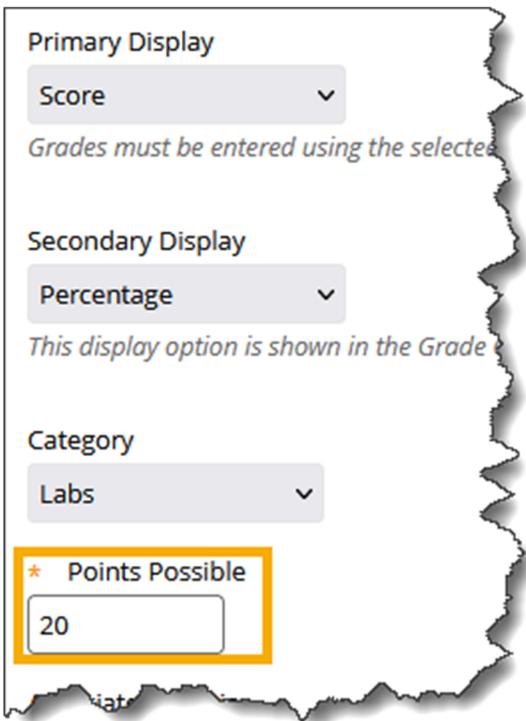
Click the check box next to "**Due Date**" if you would like the assessment to appear for students in their "To Do" module on the "Course Home" page. Then, click the calendar icon to select a date and the clock icon to select a time.

**Note: This is a recommended setting, as it reminds students when items are due.**



Under "Options," keep "Yes" selected for "Include this Column in Grade Center Calculations."

If you would like this assessment to appear for students in their "My Grades" area, keep "Yes" selected for "Show this Column to Students." If you do not want students to see their grades for this assessment, select "No."

By default, "No" will be selected for "Show Statistics (average and median) for this column to Students in My Grades." If you would like students to see the class average and median grade for the assessment, select "Yes" instead.

Once you have made your selections, click "**Submit**."
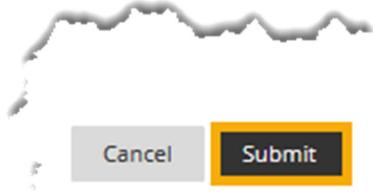


A "Success…" message will appear at the top of the "Grade Center" page.
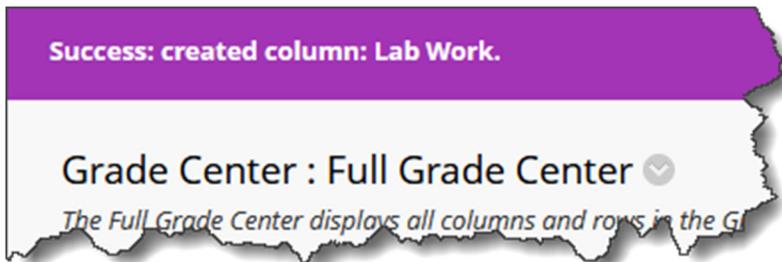


The column you created will be the last column that appears in the "Grade Center."

**Note: See the tutorial "Grade Center: Column Organization" to learn how to rearrange the order of the columns in the "Grade Center."**
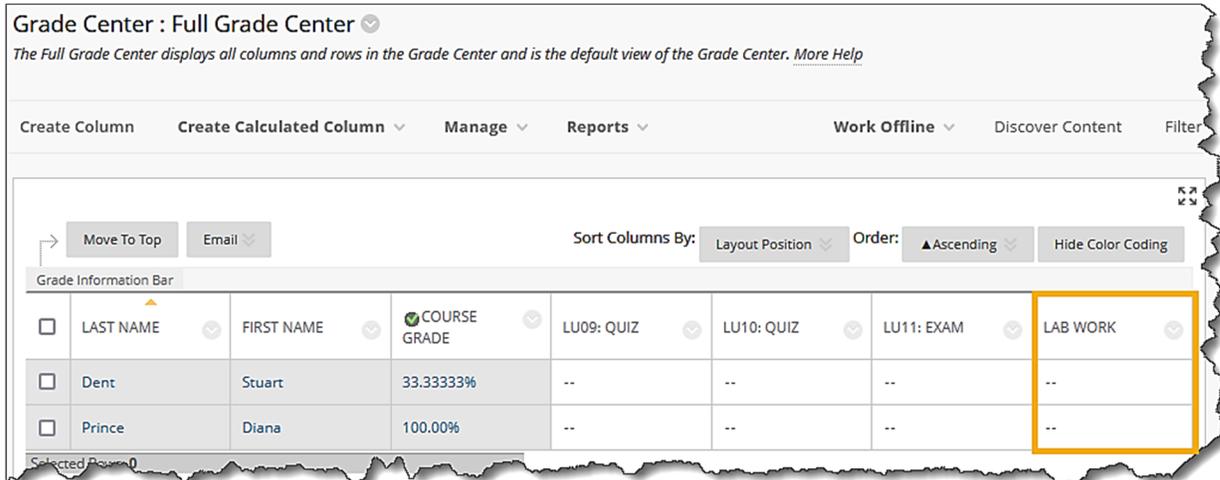


Congratulations! You now know how to create a "Column" in the Grade Center!

─────── **Office of Online Learning** ───────

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