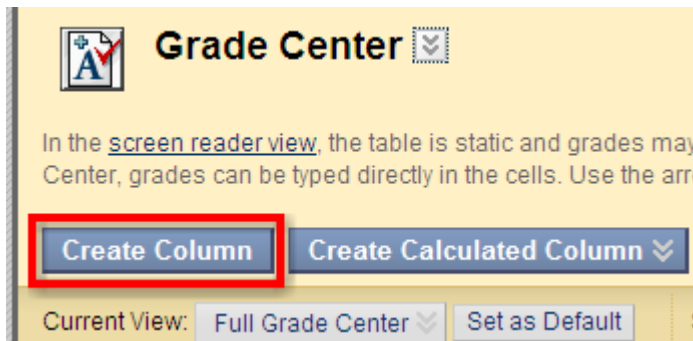




## How do I create/add a grade column?

To create/add a grade column

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click on the **Create Column** button, the **Create Grade Column** page appears.



3. Follow the directions on this page to enter the required information for the new column.

**Note:** The grade in **Primary Display** format shows in both instructor's and student's gradebook. The grade in **Secondary Display** format only shows in instructor's gradebook. As an instructor, if you select letter as the format for **Primary Display** and score as the format for **Secondary Display**, you will see both in your gradebook but students only see the letter grade. Letter grade is based on the **Grading Schema**. For more information on **Grading Schema**, see the tutorial, *Managing Grading Schemas*.

Primary Display	<input type="text" value="Score"/>
	Grades must be entered using the selected format. Grade
Secondary Display	<input type="text" value="None"/>
	This display option is shown in the Grade Center only.

4. Click the **Submit** button at the bottom of the page when you are done.

**Tip:**

The following gradable items automatically generate a column in the course's **Grade Center**

- **Discussion Boards**

If you have the forum settings set to grade the forum or forum thread, a grade column will be generated automatically.

- **Assignments**
- **Surveys**
- **Assessments**