Creating a Column in the Grade Center

1) Select “Grade Center” from your Control Panel and then click “Full Grade Center”.

![Image of Control Panel](image.png)

2) Click the “Create Column” button

![Image of Grade Center](image.png)

3) In the “Column Name” field, type a name for the new column.
4) In the "Grade Center Display Name" field, type a name specific for the grade center, if desired.
5) In the “Description” field, type a description, if desired.
6) In the "Due Date" field, select or type a due date for this column.
7) Under "Options" select Include this column in Grade Center Calculations.
8) When you are finished changing settings as desired, click “Submit”.