

Modifying Grade Center Columns

Overview

Once created, Grade Center columns can be modified to reflect any desired changes. Columns added to the Grade Center from an external file must be modified from a text column to another type and have a number of points possible entered in order to be used to calculate grades.

Steps

To modify a Grade Center column, follow these steps:

1. Click on the Action Link in the desired column header.
2. Click **Modify Column**.
3. Make desired changes.
4. Click **Submit** to save changes.

The following table describes all the fields that can be used or modified for creating or modifying columns.

Field	Description
Item Information	
Column Name	Column Name is the formal name for the Item, and is displayed in the Grade Center View Spreadsheet if no Grade Center Display Name is entered. The Column Name is referred to in all other areas of the Grade Center, not the Grade Center Display Name. This field will only display the first 15 characters in the Column header.
Grade Center Display Name	This appears as the column header in the Grade Center. This field only displays 15 characters in the column header. The Grade Center View Spreadsheet is the only area where this name is used.
Description	A description of the Grade Center column.
Primary Display	The format chosen is the primary or only (if no Secondary Display is selected) format displayed for this Weighted Grade Item in the Grade Center View Spreadsheet. The options are based upon the Grading Schema. They are as follows: Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter). For more information, see Creating Grading Schemas .
Secondary Display	A drop-down menu for the possible formats of the grade display; it will display along with the Primary Display, in parentheses. The options are based upon the Grading Schema. they are as follows: Score, Percentage, Text, Complete/Incomplete, Default Schema (Letter). For more information, see Creating Grading Schemas .
Category	This associates the Grade Item with a Category. A Category must be created before it can be selected. The default Categories include the following: Assignment, Survey, Discussion, Test.
Points Possible	The maximum number of points possible for this Grade Item; or, the assigned number of points for this Grade Item; this must be a numeric entry.

Dates	
Grading Period	The Grading Period to which this Grade Item is assigned; this will not display if no Grading Periods have been created.
Creation Date	The date on which the Grade Center Column was created.
Due Date	None or Due On, including the month, day, and year; this determines the date the Grade Item is due for those required to complete the assignment.
Options	
Include Column in Grade Center calculations	Includes this item in the possible selections of items when creating Grade Item formulas, such as Weighted Grades or Total Points Grades
Show Column in My Grades	Selecting this displays the Grade Center column to users.
Show Statistics to in My Grades	This displays average and mean statistics to Students and Observers.