Creating and Managing Grade Center Columns

In the Grade Center, three types of columns appear: user, grade and calculated. Each column has a contextual menu with options. The options that appear vary depending on the type of column. When you create or edit grade and calculated columns, you can select the appropriate settings to configure the Grade Center to calculate and display the data most useful to you. You also have the abilities to hide and show columns, associate columns with categories and grading periods, and view columns in any order.

Grade Center columns are utilized by course functions outside of the Grade Center. For example, when you create adaptive release and Early Warning System/Retention Center rules, you can select Grade Center grade and calculated columns as rule criteria. To learn more, see Controlling the Release of Content, Early Warning System, and Using the Retention Center.

Note: Your school controls whether this tool is available and whether you have access to the Early Warning System or the Retention Center for creating rules.

About User Columns

In a new course, six default user columns appear in the Grade Center grid:

- Last Name
- First Name
- Username
- Student ID
- Last Access
- Availability

You cannot delete or edit default user columns. You can hide all but the first user column in the grid. If you need to hide the first column, you can rearrange the user columns on the Column Organization page, but at least one user column must show. You can also freeze user columns so they remain in place as you scroll in the grid.

On the Users page, you can make a user unavailable. In the Grade Center, the User Unavailable icon ( ) appears in an unavailable user's column. To learn more, see Enrolling and Managing Users. However, the user's row is not hidden in the grid. Unavailable users cannot access your course.
To sort any column, click the column heading or caret. For example, you can sort the Last Access column so users who accessed the course most recently appear first in the list. The sorted list remains in effect until you change it or log out.

About Grade Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, associate it with a different category or grading period, change the grading schema, determine if students will see the results in My Grades, and include or exclude the column in calculations.

The grade columns created automatically include:

- **Assignments**: You can deliver assignments to individuals or groups. When an assignment is ready to grade, the needs grading icon ( ![Needs Grading Icon](image) ) appears in a student's cell in the Grade Center, and you must grade the attempt manually.

- **Surveys**: Surveys are scored automatically by the system. When a student completes a survey, a check mark ( ![Check Mark](image) ) appears in the student's cell in the Grade Center. To view survey results, access the column's contextual menu and select **Attempts Statistics**. On the Survey Statistics page, you can view the percentage of students who selected each answer. You cannot view individual results.

- **Tests**: Most test questions are scored automatically by the system. If you create a test that is comprised only of questions scored automatically, the grades appear in the students' cells in the Grade Center. If you create a test that contains questions that you need to score manually, such as essay or short answer questions, the needs grading icon appears in students' cells for completed tests. You must grade those questions before the test results appear in the students' cells.

- **Discussion board**: If you enabled grading for forums or threads, you must manually grade submitted posts. After a student submits a post, the needs grading icon does **not** appear in the student's cell in the Grade Center. If you start the grading process in the discussion board tool, you can view who has posts that require grading. On the Grade Discussion Forum and Grade Discussion Thread pages, the needs grading icon appears next to users who have submitted one or more posts.

  **Note**: When a group member submits a post in a graded group discussion board, the grade you assign is only for the individual member.

- **Blogs, journals, and wikis**: If you enabled grading, you must manually grade submitted entries and wiki contributions. After a student submits work, the needs grading icon does **not** appear in the student’s cell in the Grade Center. If you start the grading process in the appropriate tool, you can view who has work that requires grading. On the tool’s topic page in the side panel, the needs grading icon appears next to users who have submitted work.

  **Note**: The Grade Center displays two decimal places for each grade. This occurs even if the grade has no values for the decimal places or if your assigned grade is set to a maximum of four decimal places. Grades set to three or four decimal places are rounded up. For example, 45.4357 is rounded up to 45.44. Calculated columns also display to a maximum of two decimal places.