CREATING TEXT COLUMNS IN THE GRADE CENTER

In the Grade Center, instructors can choose to include text-based, non-gradable columns which are handy for organizing and referring to information related to students, such as preferred first names, phone numbers, or lab partners. If the instructor wishes, these text-based columns can be hidden from the student. Information must be manually entered into a text-column once the column is created.

1. In your course, scroll down to your CONTROL PANEL, click GRADE CENTER, and select FULL GRADE CENTER from the list of options. On the Full Grade Center page, click the CREATE COLUMN button.

2. On the Create Column page, add information to the following fields:
   a. In the COLUMN NAME field, give the column a short name (avoid special characters).
   b. In the DESCRIPTION field, give the column a short, meaningful description.
   c. In the PRIMARY DISPLAY field, choose TEXT from the drop-down menu.
   d. In the POINTS POSSIBLE field, type the number zero (0).
   e. In the OPTIONS list, review the column options; make adjustments as desired.
3. When you are done, click the **SUBMIT** button to add the column to your Full Grade Center. The new column will be added to the end of your Full Grade Center.

**ADDING TEXT TO COLUMNS**

1. Click inside a cell within your text column. The cell will highlight and become a form. Type this student’s information into the cell.

2. When you are done entering information in the cell, click your mouse outside of the cell or push the **ENTER** button on your keyboard. If a confirmation alert appears, click the **OK** button to save your work.

3. The text information will be displayed in the grade cell.