

3. A **Description**, **Primary Display** (shown in Grade Center and “My Grades”), **Secondary Display** (shown only in Grade Center), **Category**, and **Points Possible** value (required) are also entered on this screen.
4. Scroll down to set **Dates** and **Options** settings.

2 Dates

Creation Date Feb 20, 2008

Due Date None
 Feb 04 2008

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel Submit

Under Options, an item can be excluded from grade calculations by selecting **No** for **Include this column in Grade Center calculations**. An item can also be hidden from view on the students’ “My Grades” module if **No** is selected for **Show this column in My Grades**.

Item Statistics (class average and median) are not visible in the students’ “My Grades” module by default. Changing the **Show Statistics for this column in My Grades** setting to **Yes** makes the grade item’s average and median scores available to students, provided the item itself is set to display there as well.

5. To complete the process, click **Submit**.

NOTE: Grade Column settings can be modified at a later time as needed.