Columns are automatically created in the Grade Center for things like online exams, surveys, assignments, and graded discussion forums and threads. Columns for items such as oral reports, class presentations, participation, etc. are not automatically created in the Grade Center. You have to create these columns manually using Add Grade Column.

1. To add a grade column in the Grade Center, go to the Control Panel and then select Grade Center.

2. Click on the Add Grade Column button.

3. Enter a name for the grade column in the Column Name field. Grade Center Display Name and Description are optional. Use Grade Center Display Name to enter a shorter name for the grade column (up to 15 characters). You will see the shortened name in the grade center. Select how you would like the score to be shown by clicking on the pull down arrow and selecting a primary display (Score, Text, Percentage, Grading Schema (e.g. Letter), or Complete/Incomplete). Secondary display is optional and will only be shown in the Grade Center. You can optionally choose a Category from the pull down list. Enter the total Possible Points for this grade center item.
4. You can set the due date for the grade center item. The students will see the due date when they log into the course and view their grades through the “My Grades” module.

5. Set additional Options for the grade column by selecting the Yes or No radio button for the following:
   - **Include Column in Grade Center calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weighted Grades Columns or Total Point Columns.
   - **Show this Column in My Grades** – Grades will be shown in My Grades. My Grades is what is shown to your students when they go into your course to view their grades.
   - **Show Statistics** (average and mean) for this column in My Grades – Includes statistical information with the grade value when shown to students.

6. When you are finished entering all your information and choosing your options click the submit button.