

Adding a Column in the Gradebook

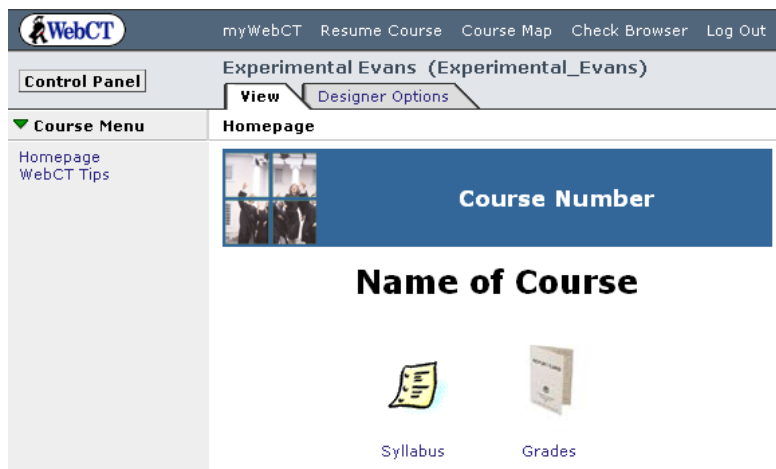
The Assignment tool and the Quiz/Survey tool automatically insert columns into the gradebook. Unless you select release=yes when adding them, you will see them in the gradebook but the students will not. To make a column visible to the student, change the release parameter for that column to yes.

There are times when you will need to add a column to record grades for an assignment, quiz, or exam which you have given off of WebCT. Adding a column allows you to record the grades by hand. This allows the student to see all their grades and allows you to include the off WebCT work in your grade averages.

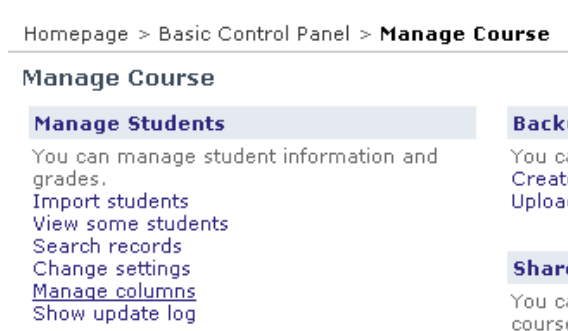
You might want to add additional columns so you can keep track of other data for each student such as their home email address, phone number, and so forth.

The most important reason to add a column is to include formulas to calculate grades and to create letter grades from numeric grades.

1. Open your course



2. Click Control Panel

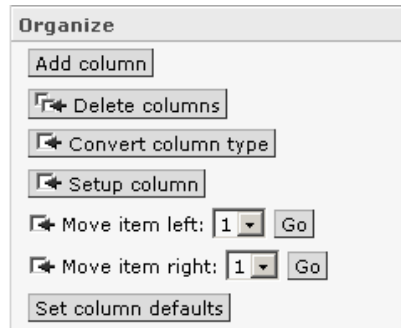


3. Click Manage columns

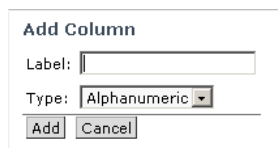
Select <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	Last Name	First Name	User ID	Midterm Grade	Final Grade	Email Ad
Type	A*	A*	A*	A	A	A
Alignment	Left	Left	Left	Left	Left	Left
Hidden	No	No	No	No	No	No
Released	No	No	No	No	No	No
Statistics	---	---	---	---	---	---
Decimals	---	---	---	---	---	---
Self-registration	Required	Required	Required*	Not Shown	Not Shown	Not Shown

A “spreadsheet” of current columns displays. The asterisked items are part of the course and cannot be changed. The Midterm Grade, Final Grade, and Email Address are part of what comes over from PeopleSoft. Other columns are generated from Assignments, Quizzes, or inserted by you.

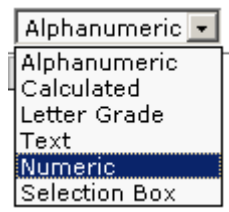
Inserting a New Column for an assignment, quiz, or exam given off-WebCT



4. On the right side of the window, under **Organize**, click **Add column**



5. In the text box, enter the name (label) for the new column. **Type Exam 1**, then pull down the Type arrow to select the type of data for this new column



Alphanumeric = will contain text, letters and numbers

Calculated = will contain a formula to generate a value from one or more other columns

Letter Grade = will contain a grade schema to generate a letter grade from another columns numeric value

Numeric = will contain a numeric value

6. Select **Numeric**, and then click **Add**

Manage Students > **Manage Columns**

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade	Final Grade	Email Address	Exam 1
	A	A	N
	Left	Left	Right
	No	No	No
	No	No	No
	---	---	None
	---	---	2
When	Not Shown	Not Shown	Not Shown

7. The column is added to the right of the last column. The column is not released for student view and numeric columns are set to 2 decimal places. At the top of the **Exam 1** column, **click the checkbox**.

<input checked="" type="checkbox"/>
Exam 1
N
Right
No
No
None
2
Not Shown

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Change column label:

Align column:

Hide columns:

Release columns:

Show statistics:

Show decimals:

Allow self-registration:

8. Under **Actions**, click the arrow to the right of **Release columns**, select **Yes**, and then click **Go**

<input checked="" type="checkbox"/>	Exam 1	Actions
<input type="checkbox"/>	N	<input type="checkbox"/> indicates a selection is required from the main frame.
<input type="checkbox"/>	Right	<input type="checkbox"/> indicates multiple selections are allowed.
<input type="checkbox"/>	No	Options
<input type="checkbox"/>	Yes	<input type="checkbox"/> Change column label:
<input type="checkbox"/>	None	<input type="text"/> <input type="button" value="Go"/>
<input type="checkbox"/>	2	<input type="checkbox"/> Align column: <input type="text" value="Center"/> <input type="button" value="Go"/>
<input type="checkbox"/>	Not Shown	<input type="checkbox"/> Hide columns: <input type="text" value="No"/> <input type="button" value="Go"/>
		<input type="checkbox"/> Release columns: <input type="text" value="Yes"/> <input type="button" value="Go"/>
		<input type="checkbox"/> Show statistics: <input type="text" value="None"/> <input type="button" value="Go"/>
		<input type="checkbox"/> Show decimals: <input type="text" value="2"/> <input type="button" value="Go"/>
		<input type="checkbox"/> Allow self-registration:
		<input type="text" value="Required"/> <input type="button" value="Go"/>

9. Under **Actions**, click the arrow to the right of **Show decimals**, select **0**, and then click **Go**

> Manage Course > Manage Students > **Manage Columns**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
User ID	Midterm Grade	Final Grade	Email Address	Exam 1
A*	A	A	A	N
Left	Left	Left	Left	Right
No	No	No	No	No
No	No	No	No	Yes
---	---	---	---	None
---	---	---	---	0
Required*	Not Shown	Not Shown	Not Shown	Not Shown

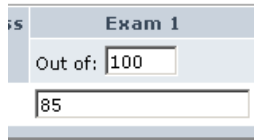
10. In the breadcrumbs, click **Manage Students**

Final Grade	Email Address	Exam 1
Edit	Edit	Edit Graph
---	---	---

11. The Exam 1 column has been successfully added. Under Exam 1, click Edit

press	Exam 1
	Out of: <input type="text"/>
	<input type="text"/>

12. I am giving a maximum grade of 100 for this exam. In the **Out of:** textbox, type **100**. This is an important value and is used by the formulas to calculate results. Leaving it out or entering an incorrect value can cause formula results for grading to be off.



The image shows a screenshot of a software interface for an exam. At the top, there is a header bar with the text "Exam 1". Below this, there is a section labeled "Out of:" followed by a text input field containing the number "100". Below that, there is another text input field containing the number "85".

13. There will be a text box for each student listed. Enter the grades as necessary. When completed, scroll to the top or bottom of the page and on the left, click **Update**