

How to setup a manual final letter grade column

In MyCourses, go to your gradebook by navigating to your course, under Course Management select Grade Center and then Full Grade Center.

1. Create a new letter grade column by clicking on Create Column.

Grade Center : Full Grade Center ▼

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

Move To Top Email ▼ Sort Columns

Grade Information Bar											
☐	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	TEST 1	Test 2	Final Grade
☐	Gatenby	Damon	dgatenby		April 6, 2020	Available	--	280.00	85.00	100.00	95.00
☐	Hijazi Network	Stephanie	shijazi		April 6, 2020	Available	--	245.00	75.00	85.00	85.00

Selected Rows: 0

Move To Top Email ▼

2. Insert a name in Column Name then Select Letter for Primary Display and give it a possible point of 100. As this is a letter grade, the points possible are not important.

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Path: p Words: 0

Primary Display
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

Category

* Points Possible

3. Select if you would like this column to be shown to students and then click Submit

DATES

Date Created Apr 13, 2020
Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

Include this column in Grade Center calculations Yes No

Show this column to students Yes No

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

Click **Submit** to proceed.



4. You can now start entering grades in manually by clicking in the cell and entering a letter grade and clicking Enter.

Sort Columns By: Layout Position

Test 2	Final Grade	Final Grade
100.00	95.00	A
85.00	85.00	--

5. Don't forget to select External Grade if you would like to have this column exported to COIN. Click on the down arrow next to the column name and select "Set as External Grade".

Sort Columns By: Layout Position

Last Saved: April 13, 2020

Final Grade	Final Grade
95.00	A
85.00	B

- Quick Column Information
- Send Reminder
- Change Due Date
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade**
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column