How To; insert a new column in the grade center

How to insert a results column in the Grade Center

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Go to the appropriate course,
go to the Control Panel and select Grade Center

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Select Add Grade Column

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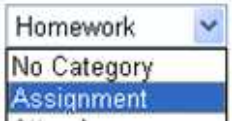
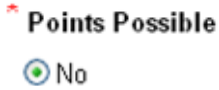
Give the test a name. A description of the test may assist the students. Under Primary Display, choose what format the results will take, for example;
Text = Pass, Merit ect.
Letter = P, M ect.
Percentage = 75%

Categorising the results may assist students.
Points possible must be input, even if it is 0 points.

In section 3, choose if you want the results to be included in Grade Center calculations





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Select Submit

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To see the new column you may need to scroll to the right.

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Finished