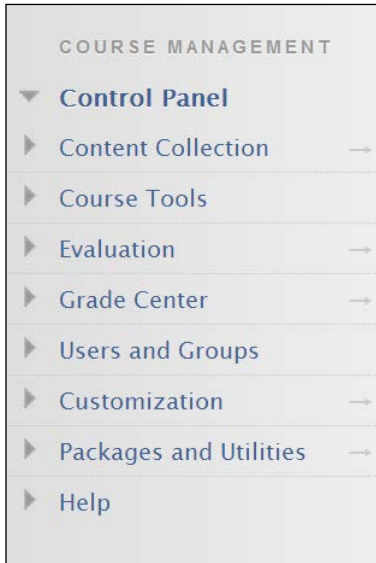
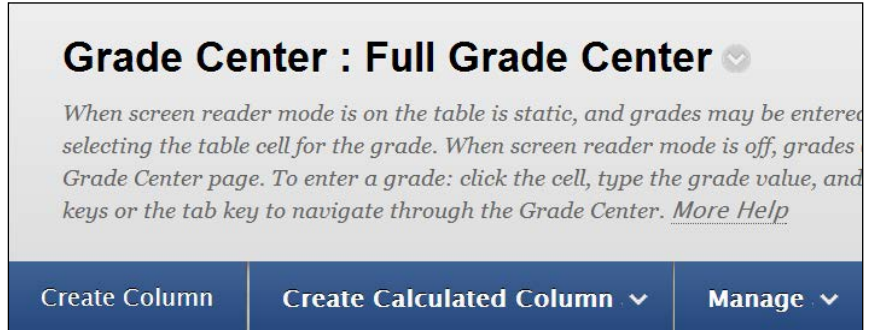


Adding a Manual Column

For Residential Use Only

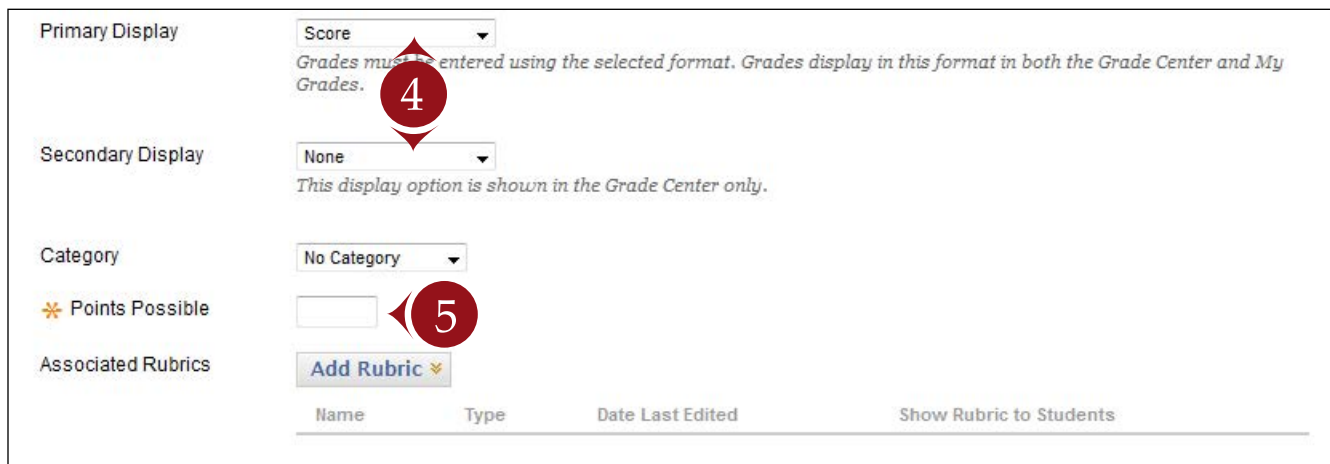
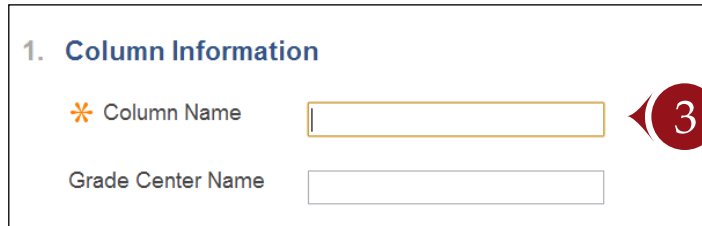


1. Under the Control Panel, click the right arrow next to Grade Center.
2. Next, click Create Column.



3. Provide a name for the column. Adding a display name is optional.
Note: Try to abbreviate long names to avoid display and download errors.

4. Set a Primary Display. The typical display is Score. If a secondary display is set, you will be able to see both displays in the Grade Center.
5. Add Points Possible.



6. Click Submit.

