

## Associate a Grading Schema

### Overview

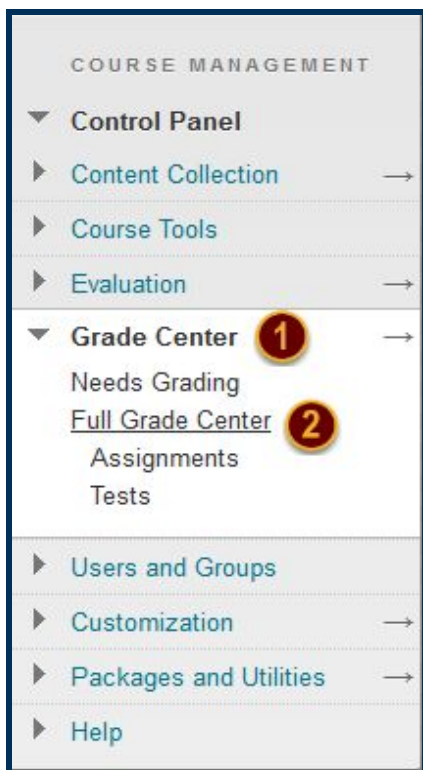
This tutorial will show you how to **Associate a Grading Schema** with an activity. If you have created multiple Grading Schemas, you must Associate each schema to an activity to see changes to students' grades; otherwise, the default "Letter" Grading Schema will be used.

### Quick Steps

Control Panel > Grade Center > Full Grade Center > Column(s) Item Options > Display Settings

### Procedure

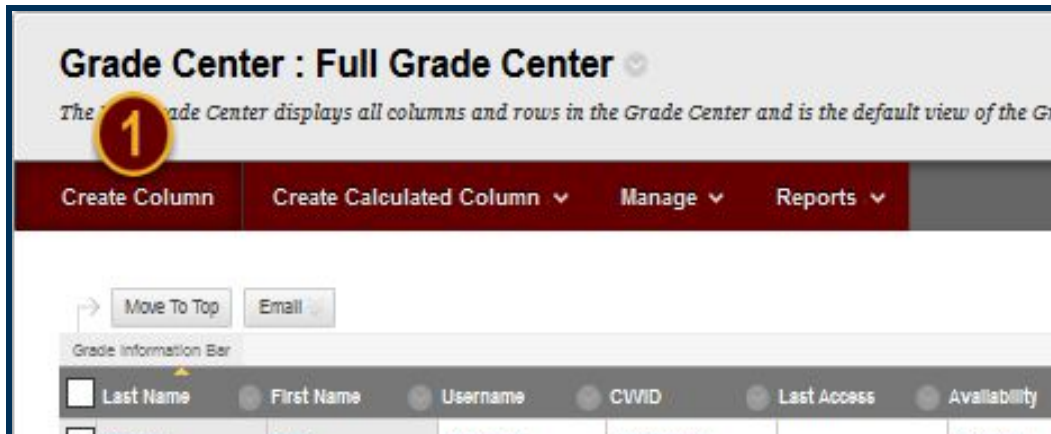
To Associate a Grading Schema with a graded activity, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].



You can Associate a Grading Schema in two ways:

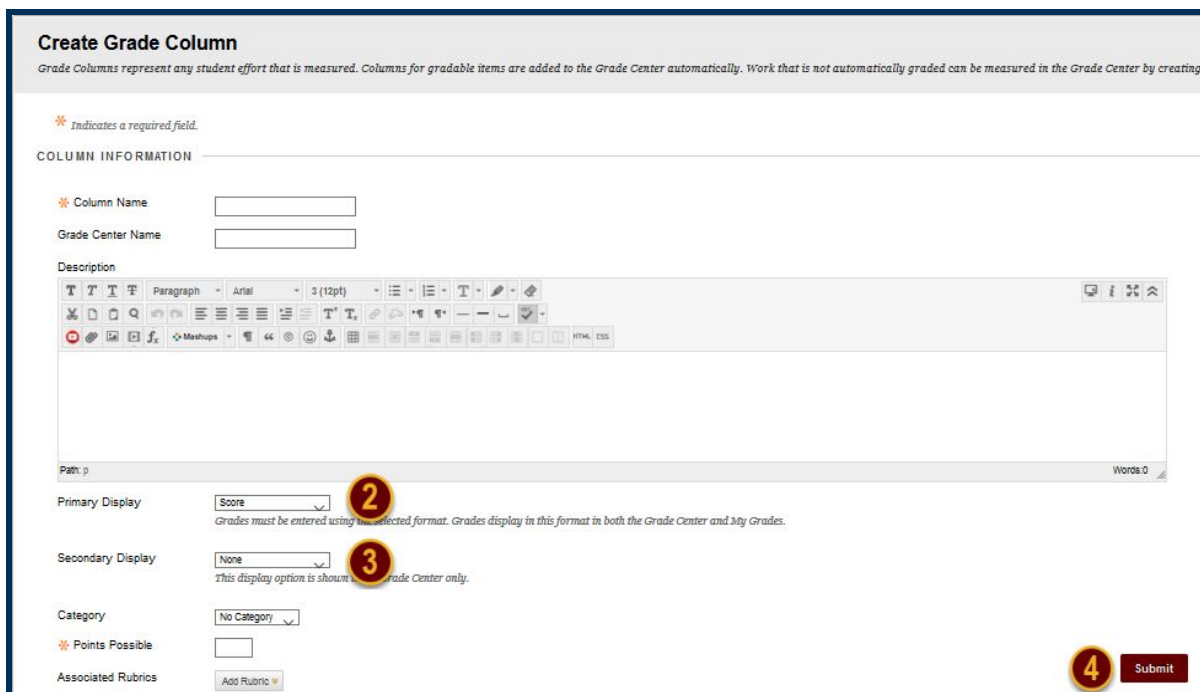
## Option 1

A Grading Schema can be attached to a new activity by creating a new column. Click the *Create Column* tab [1] on the Action Bar to open the Create Grade Column page.



Following the Description editor are two drop-down fields: the first is titled “Primary Display” [2] and the second is titled “Secondary Display” [3]. The “Primary Display” field changes the Grade Schema in both the Grade Center and the My Grades tool, while the “Secondary Display” field only changes the Grade Schema in the Grade Center. We recommend using “Primary Display.”

When you have finished customizing the assignment, click the *Submit* button [4].



The screenshot shows the 'Create Grade Column' form. At the top, there is a title 'Create Grade Column' and a subtitle: 'Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating...'. Below this, there is a section for 'COLUMN INFORMATION' with a legend: '\* Indicates a required field.' The form contains the following fields: 'Column Name' (required), 'Grade Center Name', 'Description' (with a rich text editor), 'Path' (p), 'Primary Display' (dropdown menu, highlighted with a red circle and the number 2), 'Secondary Display' (dropdown menu, highlighted with a red circle and the number 3), 'Category' (dropdown menu), 'Points Possible' (required), and 'Associated Rubrics' (Add Rubric button). At the bottom right, there is a 'Submit' button highlighted with a red circle and the number 4.

## Option 2

Another option is to tie the Grading Schema to an existing activity. From the [Full Grade Center](#), locate the activity you want to update to the new Grading Schema among the column headings. Open the Item Options menu by clicking on the grey, drop-down arrow beside the activity's title [5] and select "Edit Column Information" [6].

**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](#)*

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Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	C/VID	Last Access	Availability	Weighted Total	✓ Total	Test
<input type="checkbox"/>	Brenner	Anna	brennera2	W11996840		Available	--	--	--
<input type="checkbox"/>	Cornelius	Thomas	cornellust	W10769007	April 30, 2018	Available	--	--	--
<input type="checkbox"/>	Cornelius_PreviewUe	Thomas	cornellust2_previewus		April 30, 2018	Available			
<input type="checkbox"/>	Davis	Casey	davis049	W30150458		Available	--	--	--
<input type="checkbox"/>	Loyst_PreviewUser	Ryan	loystr_previewuser		April 30, 2018	Available	--	2.50	2.50

Selected Rows: 0

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- Quick Column Information
- Send Reminder
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- View All Attempts
- Grade Questions
- Attempts Statistics
- Download Results
- Item Analysis
- View Grade History
- 6 Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users

Following the Description editor, you can assign a Grading Schema to either the "Primary Display" field or the "Secondary Display" field [7]. We recommend using "Primary Display."

Path: p

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.*

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When you have finished customizing the assignment, click the *Submit* button.

