

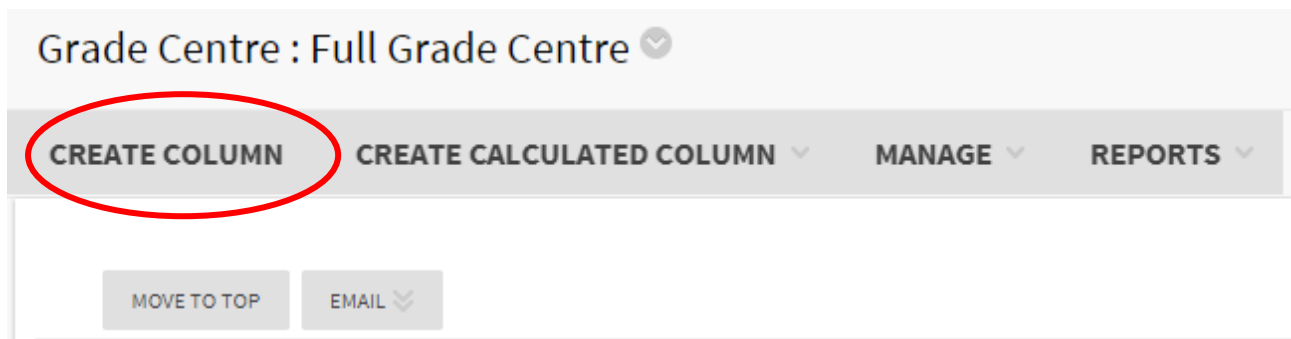


# Create a column to hold an adjusted mark

## Create an adjusted assessment mark column

### Step 1

In Grade Centre, select “**Create Column**” A new page will open.



### Step 2

Enter a Column Name.

Enter a Grade Centre Display Name and Description (optional).

### Step 3

Select a Primary Display. Score will show the achieved score.

The Primary Display will be visible to staff and students.

### Step 4 (Optional)

Set a Category e.g. Test. Categories provide a way to group or display grade centre columns if desired.

### Step 5

Enter a value for Points Possible.

### Step 6 (Optional)

Enter a Rubric or Due Date



### Step 7

Select the preferred options

Recommendations are:

#### OPTIONS

Include this column in Grade Centre 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

NOTE: Column will need to be made visible after marking is complete.

### Step 8

Click **Submit**

A confirmation will appear at the top of the screen. The column is created to the far right of the existing columns.

Success: created column: Scaling.

Grade Centre : Full Grade Centre

CREATE COLUMN    CREATE CALCULATED COLUMN    MANAGE    REPORTS

You can update the column placement however by clicking on **Manage => Column Organisation**.

Grade Centre : Full Grade Centre

CREATE COLUMN    CREATE CALCULATED COLUMN    **MANAGE**    REPORTS

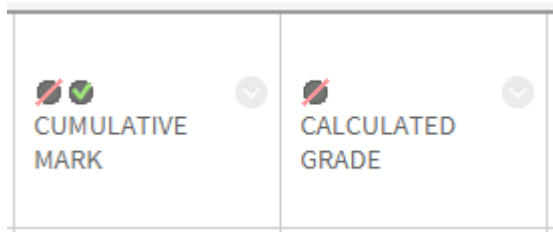
Use the to move the column to an appropriate place in Grade Centre.

Click **Submit**.

## Step 9

In both the Cumulative Mark and Calculated Grade columns,

- Click on the down arrow to the right of the column name and select **Edit Column Information**.



- Scroll to the “Selected Columns” section

SELECT COLUMNS:

Include in Total

- All Grade Columns  
 Selected Columns and Categories

Columns to Select:	Selected Columns:
Weighted Total Total Calculated Grade Administrative Override Grade Comments	Column: Test 1 Column: Residential School Practical Workbook

- Remove the column containing the raw mark and add the adjusted column to the “Selected Columns”.

## Step 10

Click **Submit** to save changes (you must update both Cumulative Mark and Calculated Grade columns).

Note: Calculated Grade Columns may use the Cumulative Mark.

SELECT COLUMNS:

Include in Total

- All Grade Columns  
 Selected Columns and Categories

Columns to Select:	Selected Columns:
Weighted Total Total Trialing technologies Learning Blog Online activity and evaluation Administrative Override Column Information:	Column: Cumulative Mark

Calculate as running total

- Yes  
 No



## Step 11

Marks entered into the adjusted Assessment column will now contribute towards the student's final grade. The adjusted marks may be added manually in Grade Centre or the grade sheet can be downloaded, changes applied and then uploaded back into Grade Centre.