

Adding Columns in a Grade Book

To add columns in a *Grade Book*, you can either be in your template at the course level on the *Build* tab or in your section on the *Teach* tab. To add a column in a *Grade Book*, select the type of column from the drop-down menu next to *Create Column* and click the green arrow to **Go**.

The types of column you can add are:

- **Alphanumeric:** Able to add numbers and letters to this column, but cannot be used in a calculated column.
- **Calculated:** Can create a formula by using any numeric and calculated column and mathematical operations.
- **Letter Grade:** Can create a percentage range to convert a numeric or calculated column to a letter grade.
- **Numeric:** Able to add numbers to this column, which then can be used in a calculated for a letter grade column.
- **Selection List:** Can create a drop-down menu to give feedback to students.
- **Text:** Able to enter numbers and letters to provide students feedback or to relay information to them.

Each column has particular settings that you may decide to use or not. If you change your mind later regarding these settings, you will be able to change them in the column settings area of the section or in the template *Grade Book*.

Here are explanations of the various settings that can be set for each type of column and how to edit the column.

Alphanumeric: Select **Alphanumeric** from the drop-down menu and click the green arrow to **Go**.

Alphanumeric Column

Column Settings

* Column label:

Alignment: ▼

Grade-related column

If selected, the column will appear on the Grades tab.

Released to Student

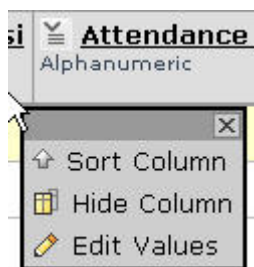
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required field

Insert a column label, select the alignment, decide if this is a grade-related column, and determine if you want it released to students. Once you have made your selections, click **Save**. Make sure you are using this column for non-calculated items, like attendance, as shown in the previous figure.

Editing an Alphanumeric Column

Select the column header and click **Edit Values** next to the **Edit** icon :



When you click the **Edit** icon, you will be given pop-up boxes to fill in the information you want to add to the *Grade Book*.

Current Value	Change to	Comment

[View Audit History](#)

Under the *Current Value* column, you will see information that you have previously entered. (This particular column is empty in the previous figure since it does not have any information entered.)

You enter information you want to include in a *Grade Book* under the *Change To* column. **Do not** put anything in the *Comments* box unless you are changing a grade. If you have changed information and included comments, you can select **View Audit History** to see any comments that you included.

Calculated: Select **Calculated** from the drop-down menu and click the green arrow to **Go**.

Calculated Column

Column Settings

* Column Label:

Alignment:

Decimals:

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column

If selected, the column will appear on the Grades tab.

Released to Student

If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

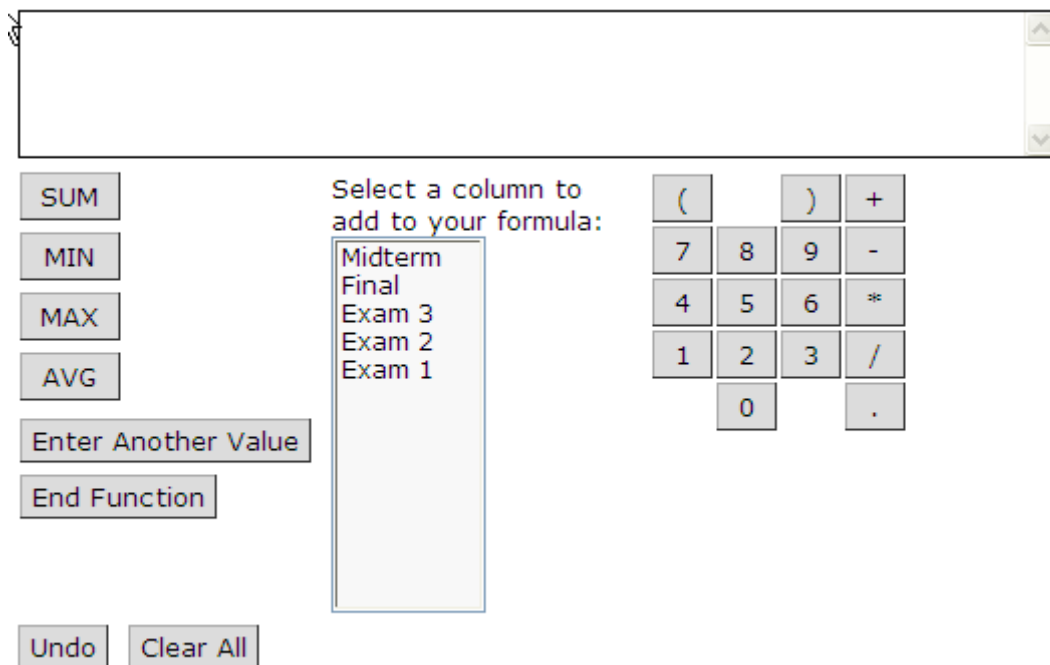
Release Statistics

* Required field

Insert a column label, select the alignment, select how many decimals you want, fill in the maximum value, decide if this is a grade-related column, and determine if you want it released to students. You will be using numeric and/or calculated columns in the formula to determine this value. If you use "0" decimals, Vista will round the grade for you. This column will indicate N/A until there is something in one of these columns.

Setting Formulas for Calculated Columns

Select on the column label and click **Edit Column Formula** You will have a box that displays the formula along with numbers, symbols, a box listing all numeric and calculated columns in the *Grade Book*, and quick functions to create the final formula.



The first thing you should always do before you start working in this formula box is write out your formula. Make sure you have enough parentheses so the calculation follows the order of operations correctly. For example, if you want to drop the lowest test grade, you will use the following formula:

(Exam 1 + Exam 2 + Exam 3 - MIN [Exam 1, Exam 2, Exam 3]) / 2

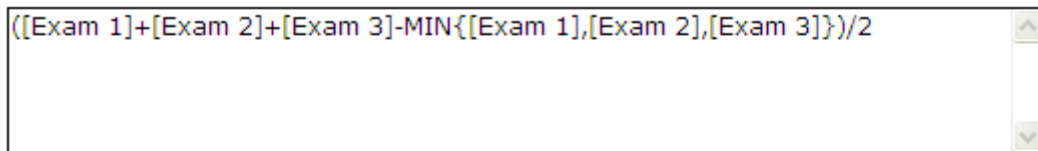
Note: Spaces have been added for clarity.

To do this in the formula area, click the following:

1. An open parenthesis
2. Exam 1 from the Column Selection box
3. Plus sign
4. Exam 2 from the Column Selection box
5. Plus sign
6. Exam 3 from the Column Selection box
7. Minus sign
8. MIN
9. Exam 1 from the Column Selection box
10. Enter another value
11. Exam 2 from the Column Selection box
12. Enter another value
13. Exam 3 from the Column Selection box
14. End Function
15. A closed parenthesis
16. Division sign
17. 2

If you make a mistake, you can select **Undo** and Vista will erase the last operation. If you need to erase the entire formula, click **Clear All**.

Once you are finished, click **Save**. The final formula for the directions above will be displayed in the formula box as shown in the following figure:



[[Exam 1]+[Exam 2]+[Exam 3]-MIN{[Exam 1],[Exam 2],[Exam 3]}]/2

Letter Grade: Select **Letter Grade** from the drop-down menu and click the green arrow to **Go**.

Create Column

Letter Grade Column

* **Column label:**

Alignment: ▼

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

Based on
numeric/calculated ▼
column

* Required field

Insert a column label, select the alignment, select how many decimals you want, fill in the maximum value, decide if this is a grade-related column, and determine if you want it released to students. The most important selection is to determine what column you want the letter grade scheme based on, as shown in the previous figure. This column is based on the Exam Average. The column that this is based on will either be a numeric or calculated column. This column will indicate N/A until there is something in the column to base a letter grade on.

Setting the Scheme for the Letter Grade Column

Select the column header and click **Edit Letter Grade Scheme**, which is next to the Edit Column Letter Grade Scheme icon .

Edit Letter Grade Scheme for: Exam Avg Grade

Base letter grade on column Exam Average 

Use Default Scheme

Grade	Range
<input type="radio"/> A+	100 and above
<input type="radio"/> A	90 or greater, and less than 100
<input type="radio"/> B	80 or greater, and less than 90
<input type="radio"/> C	70 or greater, and less than 80
<input type="radio"/> D	60 or greater, and less than 70
<input type="radio"/> E	50 or greater, and less than 60
<input type="radio"/> F	less than 50


[Add Grade](#) (insert above selected grade)

Comment:

Save

Cancel

Save and Set as Default

If you need to delete a column, like the row "E" in the previous figure, you will click the delete icon  in that row under Actions. For the rest of the rows, you need to determine the lowest range for each letter grade. If you want to round, make sure you include that in your ranges, as shown in the following figure:

Edit Letter Grade Scheme for: Exam Avg Grade

Base letter grade on column Exam Average

Grade	Range
<input type="radio"/> A	89.5 and above
<input type="radio"/> B	79.5 or greater, and less than 89.5
<input type="radio"/> C	69.5 or greater, and less than 79.5
<input type="radio"/> D	59.5 or greater, and less than 69.5
<input type="radio"/> F	less than 59.5

(insert above selected grade)

Comment:

If you want to use these settings all the time, click **Save and Set as Default**. However, if you want to use these settings this time only, click **Save**. If you accidentally base this letter grade on the wrong column, you can change it to a different column. If you delete a grade and need to add it back or you have another grade, like an "I," you can click **Add Grade**.

You do not need to use this type of column just for letter grades like A, B, C, D, and F's. If you would like to show grades as Pass/Fail, you can make two rows and set the cutoff as the lower range for the passing grade. In addition, students will see anything that you put in the Grade column.

Numeric: Numeric columns are the most commonly used columns. This allows you to add numeric grades and use them in a Calculated column. To add a numeric column, select **Numeric** from the drop-down menu and click the green arrow to **Go**.

Numeric Column

* **Column label:**

Alignment: ▼

Decimals: ▼

Maximum value: (Maximum value must be greater than 0 and less than 100000)

Grade-related column

If selected, the column will appear on the Grades tab.


Released to Student


If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

Insert a column label, select the alignment, select how many decimals you want, fill in the maximum value, decide if this is a grade-related column, and determine if you want it released to students. When you are finished, click **Save**.

Editing a Numeric Column

Click the Edit icon  next to Edit Values under the drop-down list from that column and enter your grades. When you click **Save**, the grades will show up in the Grade Book.

vg G	 Exam 1 Numeric (out of 100)
	87.00

Note: Do not use the comment boxes unless you are changing a grade.

Selection List: Select **Selection List** from the drop-down menu and click the green arrow to **Go**.

Selection List Column

* **Column label:**

Alignment: 

Grade-related column



If selected, the column will appear on the Grades tab.


Released to Student

If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

Insert a column label, select the alignment, decide if it is a grade-related column, and determine if you want it released to students. When you are finished, click **Save**.


Editing this column requires two steps. The first step is to prepare your selection list . The second step is to edit  the column for students.

To prepare the selection list, select the column header and click **Edit Column Select List** next to the selection list icon .

Edit Selection List for: Comments

Move	Item	Actions ?
	<input type="checkbox"/> Great Job!	
	<input type="checkbox"/> Study a little more.	
	<input type="checkbox"/> Come see me	
	<input type="button" value="Add Item"/> (insert above first selected item)	

To add another selection, click **Add Item** and insert the words for the selection. If you decide you do not want the selection, you can click the


Delete icon  under Actions. Now that you have the selections you need, click **Save** and now you are ready to edit.

Current Value	Change to	Selected Value	Comment
Great Job!	<input type="text" value="Great Job!"/>	<input type="text" value="Great Job!"/>	<input type="text"/>

Once you make a choice, it will show up in the *Current Value* column. To make a choice, click the drop-down box and make a selection. You do not have to choose a selection for each student. For example, you may choose to tell the students who are not doing well on particular assignments to contact you. You can also include comments, but remember to only do this when changing a selection.

Text: Select **Text** from the drop-down menu and click the green arrow to **Go**.

Text Column


 * **Column label:**

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to students in their My Grades tool.

* Required field

Insert a column label, select the alignment, decide if this is a grade-related column, and determine if you want it released to students. When you are finished, click **Save**. To edit this column, select the column header and **Edit Values** next to the Edit icon . Enter the information you want students to view under Change To.

Current Value	Change to
	<input type="text" value="Group 1- present on February 10th"/>

These are all the column types you can create in a *Grade Book*. Vista will also create columns for *Assignments*, *Quizzes*, *Surveys*, and *Graded Discussions*. To determine how to put these column in the order you prefer, or to learn more about *Grade Book*, see the ITS handout "Using *Grade Book*."