Grade Center (SacCT 9.1)
Text Column

HOW TO GUIDE

NON-GRADE INFORMATION

You may want to create a column that contains non-grade information, which in this case you will create a text column. The text column will not count towards the student’s grade.

CREATE TEXT COLUMNS

To create a text column click on Create Grade Column in the Full Grade Center of your course. To access the Full Grade Center, click on the Grade Center under Course Management in your course.

1. Type a descriptive name for the text column.
2. Scroll down to Primary Display and click on the arrow to show the drop down list.
3. Select Text from the drop-down list.
4. Type 0(zero) for Points Possible because this does not count towards the student’s grade.
5. Click the radio button No for Include this Column in Grade Center Calculations.
6. Click the radio button No if you do not want the students’ to see the text column.
7. Keep the default No for Show Statistics.
8. Click Submit.

The text column can now be used to enter the non-gradable information for your course.