

Grade Center (SacCT 9.1)

Text Column

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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.

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

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