

Exclude a Grade from Grade Center Calculations

Grade Center allows you to exclude grades from your calculated columns. This can be useful if you want to show your students a grade in Grade Center, but you don't want the grade to be included in their final grade total.

1. Navigate to the **Full Grade Center** (Figure 1).
2. Find the column you'd like to exclude, then click the **grey arrow** next to the column name (Figure 2).
3. Click on **Edit Column Information** in the menu that appears (Figure 3).

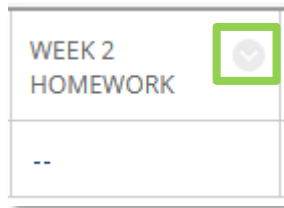


FIGURE 2

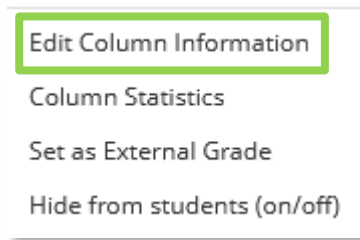


FIGURE 3

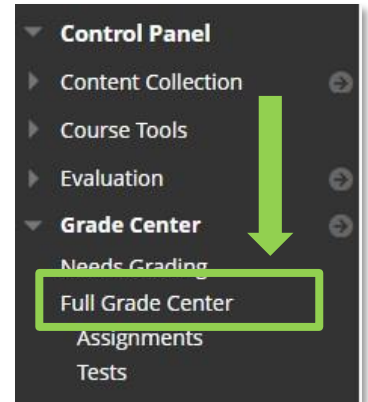


FIGURE 1

4. Scroll down to the Options section on the page that appears. Click the button next to No to exclude the column from Grade Center calculations. If you change your mind and you would like to include the column again, click the button next to Yes to include it in Grade Center calculations (Figure 4).

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from calculations.*

Include this column in Grade Center 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

FIGURE 4

5. Click **Submit** once you're finished.