



BELLEVUE
UNIVERSITY

DESIGN & DEVELOPMENT

OPERATIONS

FINAL GRADE COLUMN

Version 3

LEARNING OBJECTIVES

Upon completion of this training manual, users will be able to:

- ✓ Create a column in the Grade Center
- ✓ Identify what is needed for a final grade column
- ✓ Learn how to drag and drop items to reorder

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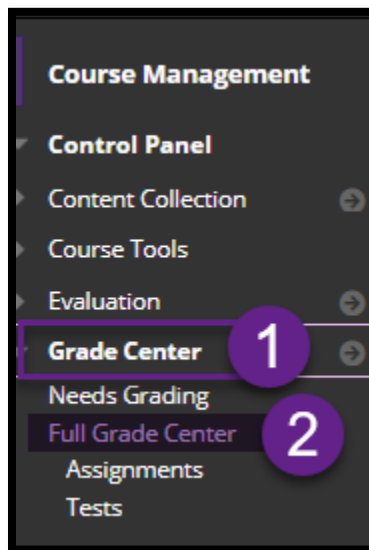
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OVERVIEW

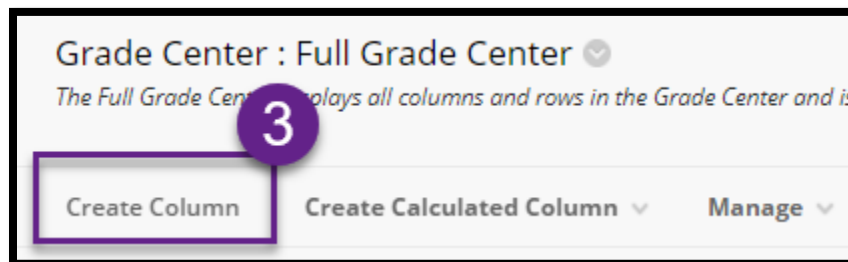
To utilize the auto-grade roster in BRUIN, a Final Grade Column will need to be created in the Grade Center. Follow the outlined process below to create a Final Grade Column.

CREATE FINAL GRADE COLUMN

1. Click on **GRADE** center within the **CONTROL PANEL** to expand the contextual menu
2. Select **FULL GRADE CENTER**



3. Click **CREATE COLUMN**
 - a. The 'Create Grade Column' screen will appear.



4. Type **FINAL GRADE** in the **COLUMN NAME** text box
 - a. Any deviation from the '**FINAL GRADE**' name and the Auto-Grade feature will not work.

5. Select **TEXT** in the **PRIMARY DISPLAY** drop-down menu
6. Type 0.001 in the **POINTS POSSIBLE** text box

The image shows a 'COLUMN INFORMATION' form with several fields and a rich text editor. Three callouts are present: a purple circle with the number '4' pointing to the 'Column Name' text box containing 'Final Grade'; a purple circle with the number '5' pointing to the 'Primary Display' dropdown menu which is set to 'Text'; and a purple circle with the number '6' pointing to the 'Points Possible' text box containing '.001'. The form also includes a 'Grade Center Name' field, a 'Description' field with a rich text editor toolbar, a 'Secondary Display' dropdown set to 'None', and a 'Category' dropdown set to 'No Category'.

7. Under **OPTIONS**, select **NO** for ‘ **Show this Column to Students**’
 - a. The ‘No’ default settings should be kept for the ‘**Include this Column in Grade Center Calculations**’ and ‘**Show Statistics**’ fields.
8. Click **SUBMIT**

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

Include this column in Grade Center calculations
 Yes No

Show this column to students **7**
 Yes No

Show Statistics (average and median) for this column to Students in My Grades
 Yes No

Click **Submit** to proceed.

Cancel **Submit** **8**

9. In the **FULL GRADE CENTER**, click **MANAGE**

10. Select **COLUMN ORGANIZATION** from the drop-down menu

Manage **9** **orts** ▾

- Grading Periods
- Grading Schemas
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11. Locate the **FINAL** grade column (at the bottom). Click on the **QUAD ARROW** to drag the column to the top of the list underneath the **FIRST NAME**

<input type="checkbox"/>	Last Name (Frozen)	Institution				
<input type="checkbox"/>	First Name (Frozen) 11	Institution				
<input type="checkbox"/>	Final Grade (Frozen)	Not in a Grading Period	No Category	None	Oct 5, 2017	0.001

VERSIONS

Version	Date	Developer Name	Description of Changes
2	10.12.2017	Liesl Grubbs	Final Grade Column – New Screenshot
3	12.14.2020	Misti Shurila	Updated Images

DISCLAIMER

Process for this Training Manual is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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