Adding a letter grade column

First, add the column.

1. From the Control Panel, click Manage Course, and then click Manage Students. The Manage Students screen appears.
2. Under Actions, from the Organize drop-down list, select Manage columns and click Go. The Columns screen appears.
3. By default, the new column will appear as the last column on the right in the Student table, or you can specify where you want the new column to appear.
   - To accept the default placement of the new column, go to the next step.
   - To specify where you want the new column to appear, select a column in the Student table before you go to the next step; the new column will appear on its left.
4. Under Organize, click Add column. The Add Column screen appears.
5. In the Label text box, enter the column name. Tip: Use a name similar to the numeric, calculated, or quiz column that it will be associated with.
6. From the Type drop-down list, select Letter Grade and click Add. The Columns screen appears with the column added.

Now, go to the Student table to choose your grading scheme. You also choose the calculated, numeric, or quiz column that will supply the numeric grades to generate the letter grades.

7. In the breadcrumbs, click Manage Students. The Manage Students screen appears.
8. In the Student table, under the column name you just created, click Grading Scheme. The Letter Grade Editor screen appears.
9. From the Apply the grading scheme to drop-down list, select the column that the letter grade is associated with.
10. Select a grading scheme:
    - If you want to select a Default option, do one of the following:
      - To apply the WebCT default grading scheme, click Use WebCT default.
      - To apply the grading scheme that you have already created for the course (if applicable), click Use course default.
    - If you want to create a new grading scheme, in the table, change the lower limit and/or letter grade of each Range %:
      - Under Lower Limit %, enter the minimum percentage that a student must achieve to receive the corresponding letter grade.
For example, if a student must achieve a minimum of 60% to receive a letter grade of "C," you would enter 60 as the lower limit. That means, a student who achieves 59.9999% will receive the next letter below a "C."

- To change the letter grade, under Letter Grade, enter the new letter grade.
- To update the Range % field, click Refresh ranges.

• If you want to add a grading range:
  a. To add a row below a particular range, select the range's check box, and click Add Row. The new row is added below the existing range. **Note:** To add more than one row at a time, select multiple check boxes.
  b. Under Lower Limit %, enter the new lower limit.
  c. Under Letter Grade, enter the new letter grade.
  d. Click Refresh ranges.

• If you want to delete a range, select its check box, click Delete Row, and then click Refresh ranges.

11. To designate this grading scheme as the course default, click Set as course default.

12. Click Update. The Manage Students screen appears.