

Creating a Column

You may add columns to track various elements of student progress. While WebCT online quiz and assignment grades are automatically added to the **Grade Book**, you may have other in-class activities or homework that you want to record in WebCT.

When a column is created, a column field must be selected to indicate the type of data that will be contained in the column. Column fields can be **Alphanumeric**, **Calculated**, **Letter Grade**, **Text**, **Numeric** or **Selection List**.

Column field types:

Field Type	Contains	Used For	Examples
Alphanumeric	Letters, number and other characters	Fields that have no numeric significance	Last Name, First Name, Student Number, Letter Grade
Calculated	A formula based on one or more of the numeric fields in the database	Computing numeric results	Generating totals or averages for a set of columns
Letter Grade	A letter grade	Creating a letter grade based on a column(s) with a decimal grade or points	
Text	Text	Inserting additional information about a record; accessible via a View button in the text column	Addresses or general comments (that would otherwise clutter the student listing)
Numeric	Digits	Calculated fields	Assignments or midterm marks
Selection List	Any value	Pre-programming a choice of entries for a field so as to make column editing easier and more efficient.	Indicating different section numbers within the same course, different group numbers/names and different graders

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click the **Create Column** button and select a column type. The column settings display will appear.

Step 4. Fill-in the column settings, which vary by column type and then Click **Save**. The new column will be placed to the right of the very last column (the far right) in the **Grade Book**.

The screenshot shows the 'Numeric Column' settings dialog box. It has a title bar 'Numeric Column' and a section 'Column Settings'. The 'Column label:' field is marked with a red asterisk and is empty. The 'Alignment:' dropdown is set to 'Left'. The 'Decimals:' dropdown is set to '2'. The 'Maximum value:' field is empty, with a note '(Maximum value must be greater than 0 and less than 100000)'. There are three checked checkboxes: 'Grade-related column', 'Released to Student', and 'Released to Student'. The 'Release Statistics' dropdown is set to 'None'. At the bottom are 'Save' and 'Cancel' buttons, and a red asterisk with the text '* Required field'.

Callout boxes provide the following information:

- Top right: All column types will include the column label and alignment.
- Middle right: The remaining fields will vary by the type of column.
- Bottom right: If your column is a grade-related column, verify that this check box is selected.

The order of the columns is what students see when they look at their grades. Note: You can set default attributes (decimals, release columns, etc...) for each column type by clicking on the **Column Settings** link on the **Grade Book Options** menu, so that each time you create a column its attributes will be automatically determined by the column defaults .

Changing Columns

Within the Grade Book, several column functions can be employed, including: sorting data, moving columns and hiding columns.

Sorting column data

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar. A column will already be selected by default, which has a small arrow beneath the column title, as shown below.

Your location: **Grade Book**

<input type="checkbox"/>	<input type="button" value="Last Name"/> Alphanumeric ↑	<input type="button" value="First Name"/> Alphanumeric	<input type="button" value="User ID"/> Alphanumeric	<input type="button" value="Role"/> Alphanumeric
<input type="checkbox"/>	<input type="button" value="Dog"/>	Goofy	wcttest2	Student
<input type="checkbox"/>	<input type="button" value="Dog"/>	Pluto	wcttest3	Student
<input type="checkbox"/>	<input type="button" value="Duck"/>	Daisy		Student

The arrow is used to identify which column is being sorted.

Step 3. To sort by a column, click the **Column Title** or the **Action Menu** and then click **Sort Column**. If the column is already sorted as shown below, clicking Sort Column will reverse the order from ascending to descending.

<input type="checkbox"/>	<input type="button" value="Last Name"/> Alphanumeric ↑	<input type="button" value="First Name"/> Alphanumeric
<input type="checkbox"/>	<input type="button" value="Sort Column"/>	Goofy
<input type="checkbox"/>	<input type="button" value="Dog"/>	Pluto
<input type="checkbox"/>	<input type="button" value="Duck"/>	Daisy

Reordering Columns

The **Reorder** function will change the column position in the listing. Multiple columns can be selected at a time and can be moved.

*IMPORTANT: The **Grades** tab is the view for the instructor, while the **View All** tab is the order in which the students view the columns.*

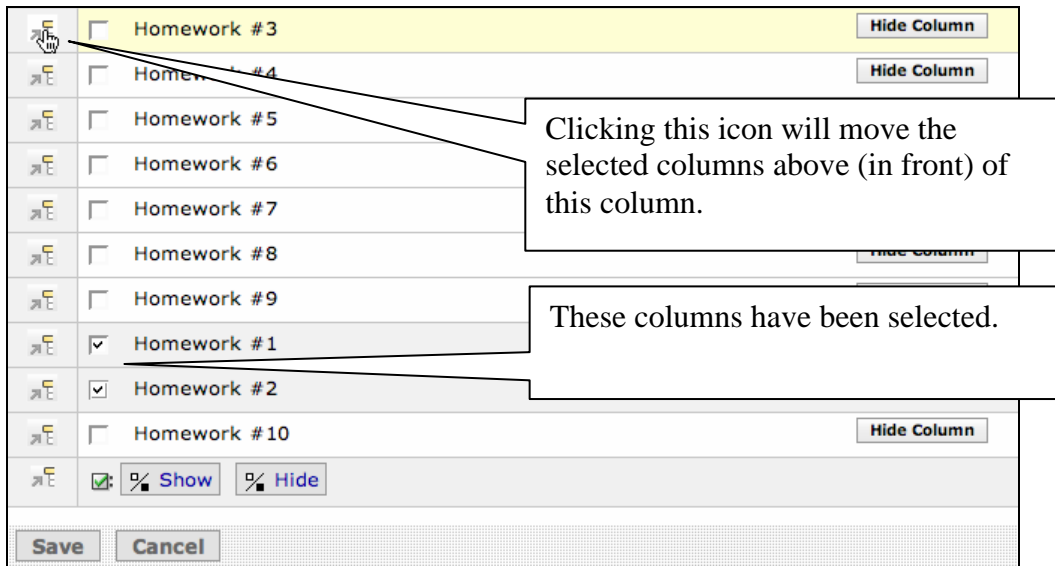
Step 1. Click the **Teach** tab and then the **Grade Book** button in the menu bar.

Step 2. Click the appropriate tab: **Grades** for instructor, **View All** for students.

Step 3. Click **Reorder Columns**.

Step 4. Select the check box(es) of the column(s) you wish to move.

Step 5. Click the Move Above icon to move the selected columns.



Step 6. Click **Save**.

Changing a Column Label (Edit Column Value)

The following procedure will not work with all columns. For some columns like Learning Module columns or Graded Discussion Topics, you must go directly to the Learning Module or Discussion tool in order to change the label.

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click **Grade Book Options** and select **Column Settings**.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework #1	Homework #2	Homework #3	Homework #4
Num		Num	
L C R	L C R	L C R	
Yes	Yes		
Yes	Yes	Yes	
2	2	2	
10	10	N/A	
None	None	None	

If the label appears as a link, click it to edit the label.

Edit Column Value

Column: Homework #1

Setting: Label

Current Value: Homework #1

New Value:

Step 4. Type the new label for the column in the **New Value** textbox.

Step 5. Click **Save**.

Aligning Column Data

Text displayed within the columns can be left, right, or center aligned. The Alignment function option appears in Column Settings, which toggles between these three settings.

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click **Grade Book Options** and select **Column Settings**.

Column Settings

Create Column ▾

Select All/None

Actions ?

Label:	Last Name	First Name	User ID	Role	M
Type:	Alpha	Alpha	Alpha	Alpha	C
Alignment:	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Y
Decimals:					2
Maximum value:					N
Source:					
Release Statistics:					N

Each column has an alignment option.

L – left
C – Center
R - Right

Delete Release Do Not Release

- Align - ▾ - Decimals - ▾ - Grade: - ▾

Step 4. Click **L** (left), **C** (center) or **R** (right) to align the column's data.

Hiding a Column from Instructor View

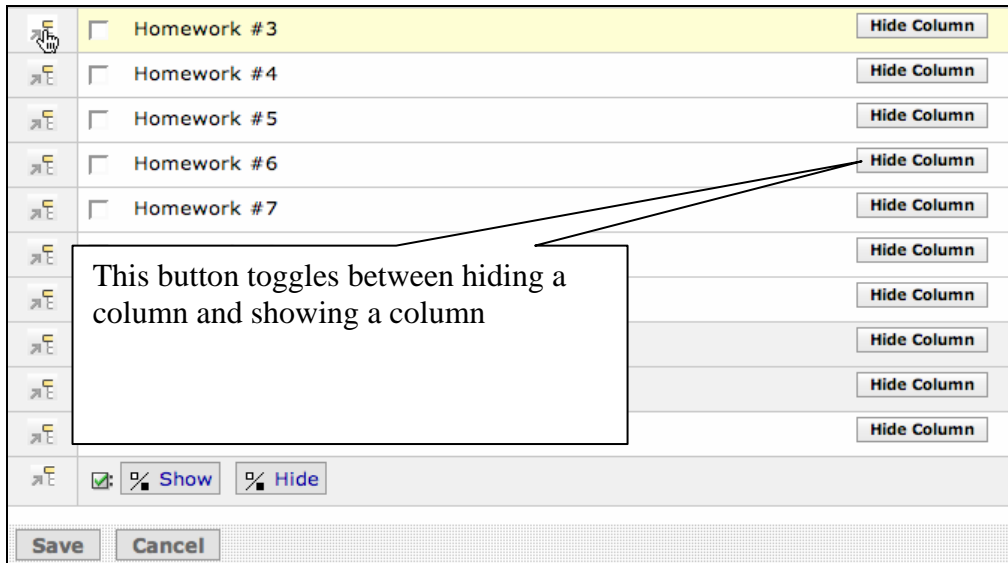
A hidden column does not appear when using the **Grades** tab. You would use this function to collapse the **Grade Book** for easier viewing.

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click **Reorder Columns**.

Step 4. Click **Hide Column** adjacent to the column label.



Step 5. Click **Save**.

Releasing a Column for Student View


By default, new columns are automatically marked for student release. You have the ability to not release the column during the creation process or after it is created.




Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.




Step 3. Click **Grade Book Options** and select **Column Settings**.

Column Settings

Create Column 

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions 						
Label:	Last Name	First Name	User ID	Role	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	<u>Calc</u>	<u>Calc</u>
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	<u>Yes</u>	Yes
Grade Column:	No	No	No	No	es	Yes
Decimals:						2
Maximum value:						
Source:						
Release Statistics:						

Delete Release Do Not Release

- Align -  - Decimals -  - Grade: - 

This link toggles between yes release to students and no don't release to students.

Step 4. In the row for **Released to Student**, click the value to change it from **Yes** to **No**, or from **No** to **Yes**.

Setting Decimals

Decimal places can be set for column data. The Decimals setting option toggles between All, 0, 1, and 2. The default for online quiz scores is set for All. More than one column at one time can be modified in this way.

To set decimal places for column data:

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click **Grade Book Options** and select **Column Settings**.

Column Settings

Create Column ▾

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions ?					Σ	Σ
Label:	Last Name	First Name	User ID	Role	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes
Decimals:					2	2
Maximum value:					N/A	N/A
Source:						
Release Statistics:					No	e

Delete Release Do Not Release
 - Align - ▾ - Decimals - ▾

A window will appear after clicking the decimal where you can change this value.

Step 4. In the **Decimals** row, click the decimal link and select **0**, **1**, **2** or **3** to indicate the decimal placing. This will limit the decimal points of the selected column data to the indicated number of positions.

Step 5. Click **Save**.