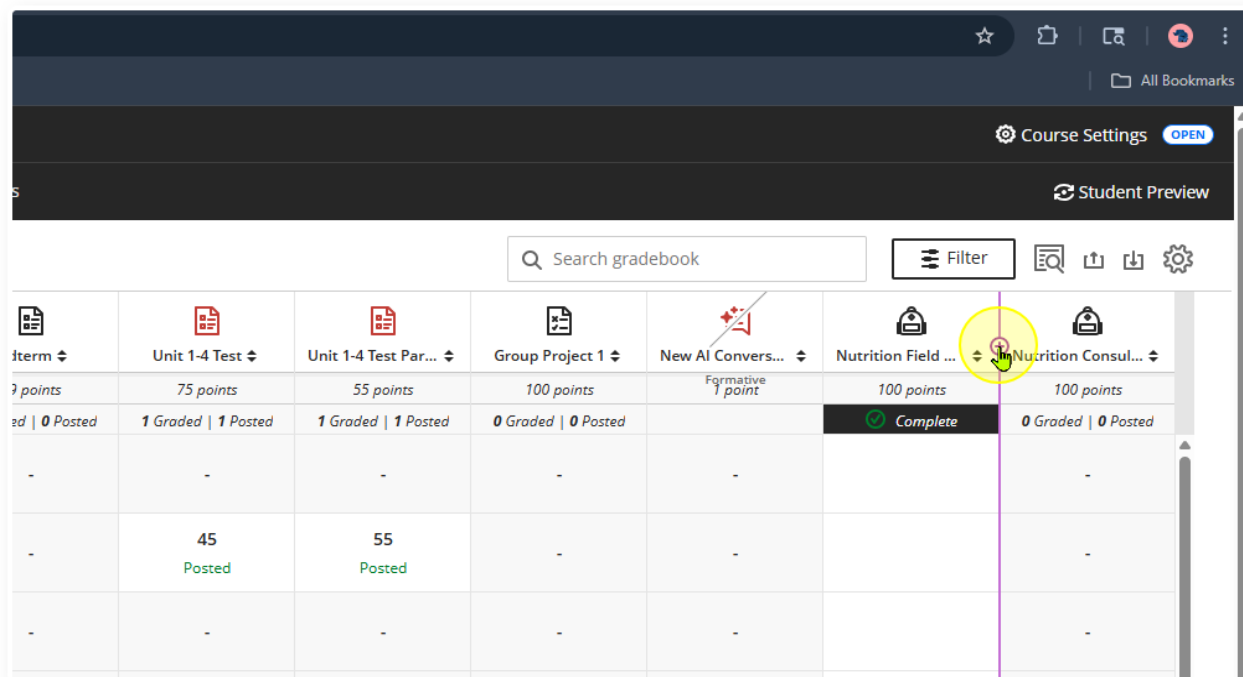
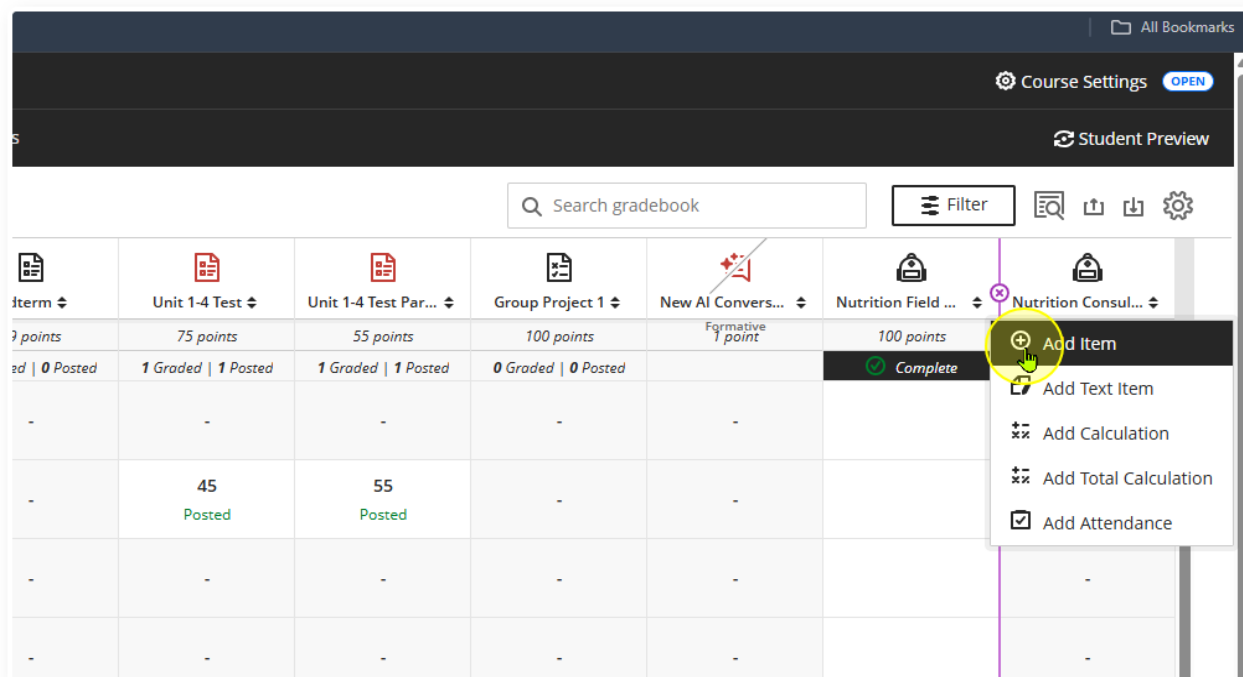


Adding a Manual Column in the Grades Tab

1 Hover in between the columns that you want your NEW column to go in.



2 Click "Add Item"



3 Click on the word "New" to begin titling your column

The screenshot shows a gradebook table with columns for 'Unit 1-4 Test Par...', 'Group Project 1', and 'New AI Co'. A 'New Item' dialog box is open over the 'New AI Co' column. The dialog box contains the following elements:

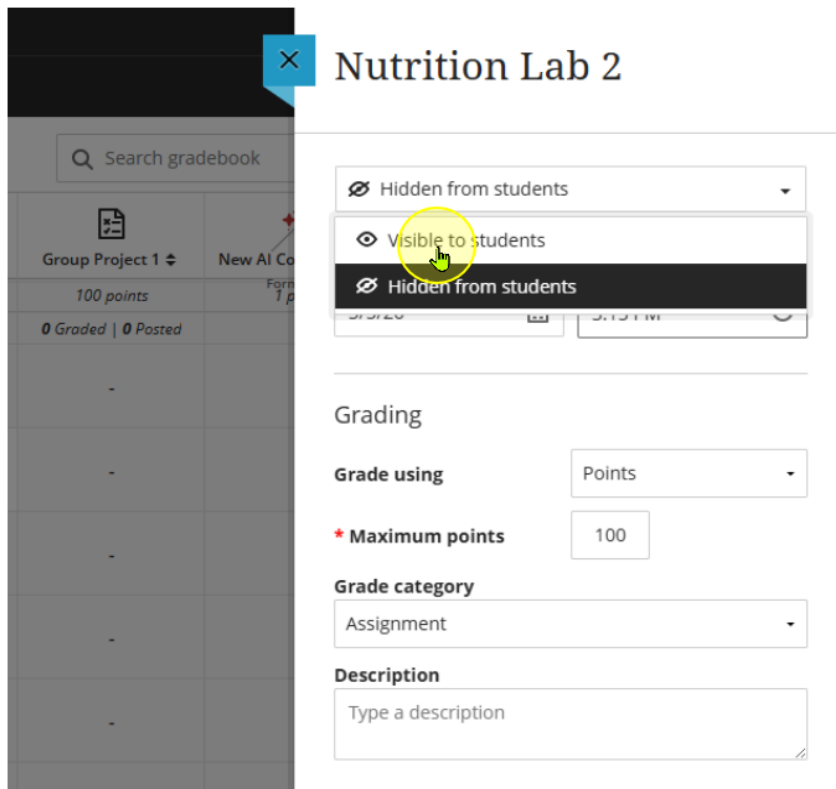
- Title: **New Item 3/4/26**
- Visibility: **Hidden from students** (dropdown menu)
- Due date: **3/5/26** (calendar icon) and **3:10 PM** (clock icon)
- Grading: **Grade using** dropdown menu set to **Points**

4 Click on the word "Hidden"

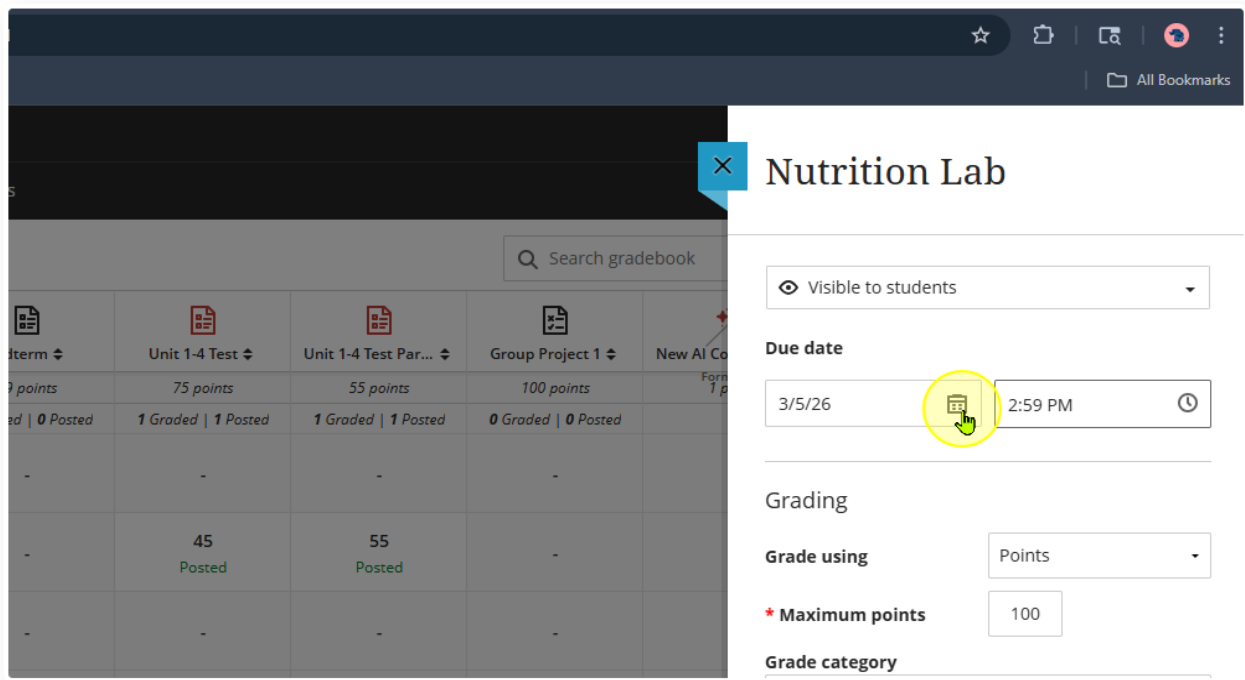
The screenshot shows a gradebook table with columns for 'Unit 1-4 Test', 'Unit 1-4 Test Par...', and 'Group Project 1'. A 'Nutrition Lab' dialog box is open over the 'Unit 1-4 Test Par...' column. The dialog box contains the following elements:

- Title: **Nutrition Lab**
- Visibility: **Hidden from students** (dropdown menu, highlighted with a yellow circle)
- Due date: **3/5/26** (calendar icon) and **2:59 PM** (clock icon)
- Grading: **Grade using** dropdown menu set to **Points**
- * Maximum points** field set to **100**

5 Click "Visible" to students to make the column Visible.



6 Click in the next to the date.



7 OPTION 1: You can click the date and calendar to change the date and time.

Nutrition Lab

Visible to students

Due date
3/5/26 2:59 PM

Grading

Grade using: Points

* Maximum points: 100

Grade category: Assignment

Description

8 OPTION 2: Click next to the year, and delete. This will clear this section.

Nutrition Lab

Visible to students

Due date
3/5/26 2:59 PM

Grading

Grade using: Points

* Maximum points: 100

Grade category: Assignment

Description

9 Next adjust the points if needed.

Item	Unit 1-4 Test	Unit 1-4 Test Par...	Group Project 1	New AI Co
9 points	75 points	55 points	100 points	Form 1 p
ed 0 Posted	1 Graded 1 Posted	1 Graded 1 Posted	0 Graded 0 Posted	
-	-	-	-	
-	45 Posted	55 Posted	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	

Visible to students

Due date
3/6/26 2:59 PM

Grading
Grade using: Points
* Maximum points: 100
Grade category: Assignment
Description: Type a description

10 Next adjust the category to match your Syllabus.

Item	Unit 1-4 Test	Unit 1-4 Test Par...	Group Project 1	New AI Co
9 points	75 points	55 points	100 points	Form 1 p
ed 0 Posted	1 Graded 1 Posted	1 Graded 1 Posted	0 Graded 0 Posted	
-	-	-	-	
-	45 Posted	55 Posted	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	

3/6/26 2:59 PM

Grading
Grade using: Points
* Maximum points: 100
Grade category: Assignment
No Category
Midterm Exam
Quiz
Presentation
Homework
Exam
Journal
Discussion
Test

11 Click "Save" when done.

The screenshot shows a grade entry form. On the left is a grid with 'Posted' labels. On the right, the form fields are: 'Grade using' (Points), '* Maximum points' (100), 'Grade category' (Quiz), and 'Description' (Type a description). At the bottom right, the 'Save' button is highlighted with a yellow circle.

12 Drag from here

The screenshot shows a gradebook interface. A yellow circle highlights the top header area of the table. Below the header is a search bar and a filter button. The table has columns for various assignments and rows for students.

isroom ...	Midterm	Unit 1-4 Test	Unit 1-4 Test Par...	Group Project 1	New AI Convers...	Nutrition Field ...	Nutriti
points	19 points	75 points	55 points	100 points	Formative 1 point	100 points	100
1 1 Posted	0 Graded 0 Posted	1 Graded 1 Posted	1 Graded 1 Posted	0 Graded 0 Posted		Complete	0 Graded
75 Posted	-	45 Posted	55 Posted	-	-		