

Creating Manual Columns in the Gradeable Items Tab

- 1 Click on the grey line that is above or under the item where you want to add your column.

Item	Category	Due Date	Grading Status
Overall Grade	No Category		
Start Here Acknowledgement Form 1 of 11 submitted	Form		
Presentation Points for Meal Plan	No Category		11 to grade
*Discussion: The Power of Food in Building Connections 2 of 11 participated	Discussion		1 to grade
*Assignment: The Complex Relationship Between Food and Identity 2 of 11 submitted	Assignment		2 to grade
Nutritional Needs Quiz 0 of 11 submitted	Test		Nothing to grade
**Application of Dietary Recommendations: Designing a Balanced Carbohydrate Meal Plan 2 of 11 submitted	Assignment	3/1/26, 9:50 PM	1 to grade
Macronutrients Review Quiz 0 of 11 submitted	Test		Nothing to grade
Final Review Assignment: Using Nutrition Concepts in Real-Life Scenarios 0 of 11 submitted	Assignment		Nothing to grade
Application of Nutrition Final Exam: Designing a Sustainable Meal Plan for Future Generations 0 of 11 submitted	Test		Nothing to grade

2 Then click "Add Item"

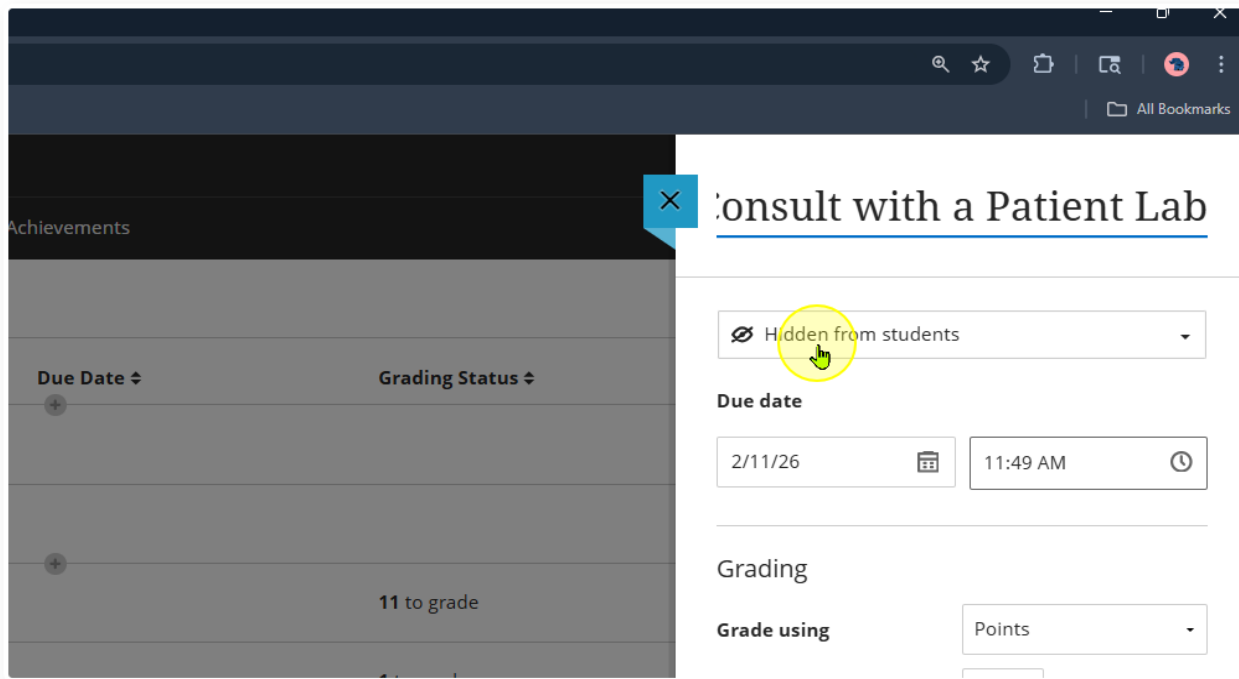
	Category ⇅	Due Date ⇅	Grading Status ⇅
	No Category		
	Form		
	No Category		11 to grade
ctions	Discussion		1 to grade
Food and Identity	Assignment		2 to grade
	Test		Nothing to grade
gning a Balanced	Assignment	3/1/26, 9:50 PM	1 to grade

3 Click on the word "New" and begin typing in a name for your column.

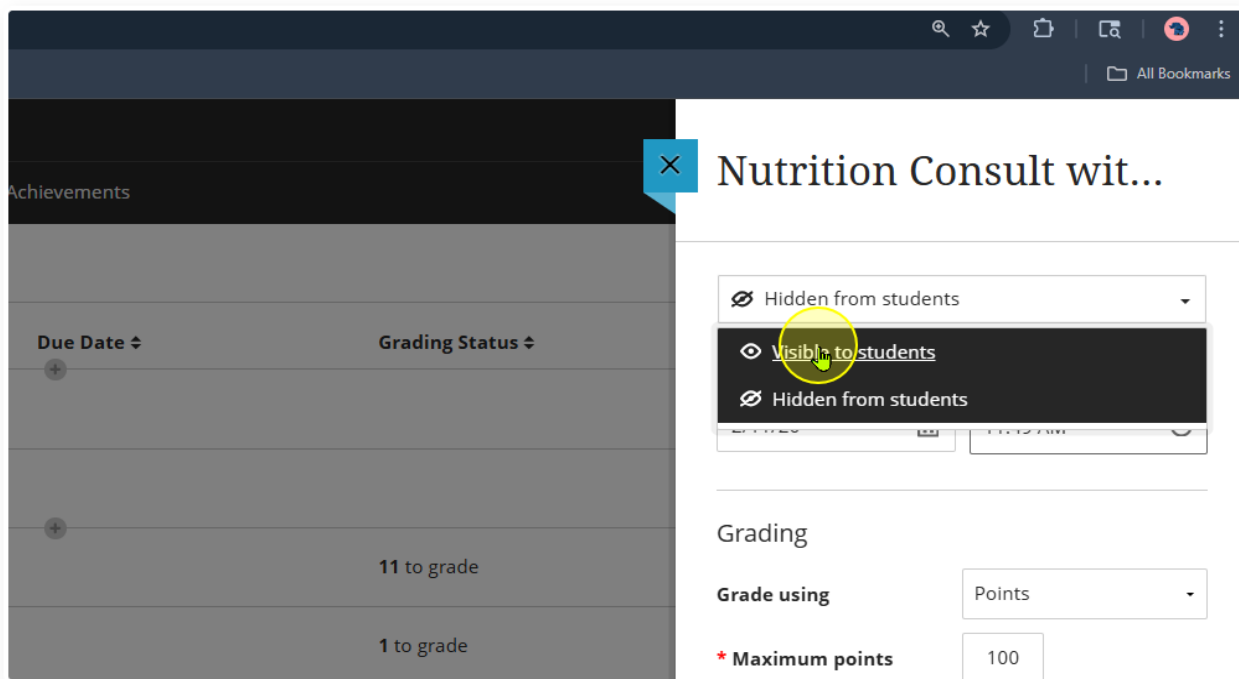
The screenshot shows a 'New Item' dialog box with the following details:

- Title:** New Item 2/10/26
- Hidden from students:** Hidden from students
- Due date:** 2/11/26 (calendar icon) at 11:49 AM (clock icon)
- Grade using:** Points

4 Adjust the visibility settings by clicking on "Hidden"



5 After clicking on "Hidden", you can click on visible or leave it as hidden.



6 Next, begin adjusting the due date by clicking on the calendar.

Achievements

Nutrition Consult wit...

Visible to students

Due date

2/11/26 11:49 AM

Grading

Grade using: Points

* Maximum points: 100

Grade category: Assignment

7 On the calendar, use the arrows to get to the next month.

Achievements

Nutrition Consult wit...

Visible to students

Due date

2/11/26 11:49 AM

2026

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Today

points

100

Description

8 In the correct month, click the correct date.

The screenshot shows a table with columns for 'Due Date' and 'Grading Status'. A modal window is open for editing a due date. The 'Due date' field shows '2/11/26' and '11:49 AM'. A calendar for the month of March 2026 is displayed, with the date '11' highlighted. A yellow circle highlights the date '11' in the calendar. The 'Description' field is empty and labeled 'Type a description'.

9 Click on the clock icon, to adjust the time.

The screenshot shows a modal window titled 'Nutrition Consult wit...'. The 'Due date' field shows '3/15/26' and '11:49 AM'. A yellow circle highlights the clock icon next to the time field. The 'Grading' section includes a 'Grade using' dropdown set to 'Points', a '* Maximum points' field set to '100', and a 'Grade category' dropdown set to 'Assignment'.

10 Click the arrows to make adjustment to the hour, minute, or time of day

Achievements

Nutrition Consult wit...

Visible to students

Due date

3/15/26 11:49 AM

Grading

Grade using

* Maximum points

EST

Grade category

Assignment

Description

11 Example of clicking on the arrows.

Achievements

Nutrition Consult wit...

Visible to students

Due date

3/15/26 11:50 AM

Grading

Grade using

* Maximum points

EST

Grade category

Assignment

Description

- 12 If you do not want a due date. Click after the the last number in the date, and click backspace.

Achievements

Due Date ⇅ **Grading Status** ⇅

Visible to students

Due date

3/15/26 **I** 11:59 PM

Grading

Grade using Points

* **Maximum points** 100

Grade category Assinment

- 13 Click on the number 100 to change the point value and the word assignment to change the category of the column.

Achievements

Due Date ⇅ **Grading Status** ⇅

Visible to students

Due date

3/15/26 11:59 PM

Grading

Grade using Points

* **Maximum points** 100

Grade category Assinment

14 Click Save.

	11 to grade
	1 to grade
	2 to grade
	Nothing to grade
3/1/26, 9:50 PM	1 to grade
	Nothing to grade
	Nothing to grade
	Nothing to grade

Grade using Points

*** Maximum points** 25

Grade category Exam

Description
Type a description

Cancel Save