

# Editing a Manual Column in the Grid View

1 Click on the title of the column you want to edit.

| Homework Cal... ▾                                                                 | Start Here Ack... ▾                                                               | In Class Quiz 1 ▾                                                                   | In Class Quiz 2 ▾                                                                     | In Cla... |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------|
|  |  |  2 |  3 |           |
| 10                                                                                | -                                                                                 | 50                                                                                  | 50                                                                                    |           |
| 0                                                                                 | -                                                                                 | 0                                                                                   | 50                                                                                    |           |
| 0                                                                                 | -                                                                                 | -                                                                                   | 50                                                                                    |           |

2 Then on the Assessment Details Panel, click on the gear icon.

| *Discussion: T... ▾                                                                   | *Assignment: T... ▾                                                                   | Nutritional Ne... ▾                                                                   | **Application ▾                                                                       |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  1 |  3 |  1 |  1 |
| •                                                                                     | 10                                                                                    | •                                                                                     | •                                                                                     |
| -                                                                                     | 0                                                                                     | 0                                                                                     | 0                                                                                     |
| -                                                                                     | 0                                                                                     | 0                                                                                     | 0                                                                                     |

< In Class Quiz 1 >

View

Post all grades

 **Due date** 9/6/26, 11:59 PM (EDT)

**Grade** Points | 50 max points  
Attempts: Grade latest

**Visibility** Visible to students

**Category** Quiz

**Description** -

**Posting** Manually post

Click here!

3 Adjust what is needed on the “Manual column settings” and then hit save.

Manual column settings

\* Item Name  
In Class Quiz 1

Description  
Add description  
Maximum 255 characters

Due Date  
9/6/26 11:59 AM

Grade using  
Points Max points  
50

Category  
Quiz

Visibility  
Visible to students

Cancel Save