

Additional graded custom columns can be added to the Gradebook for tracking grades that are manually entered, such as classroom participation.

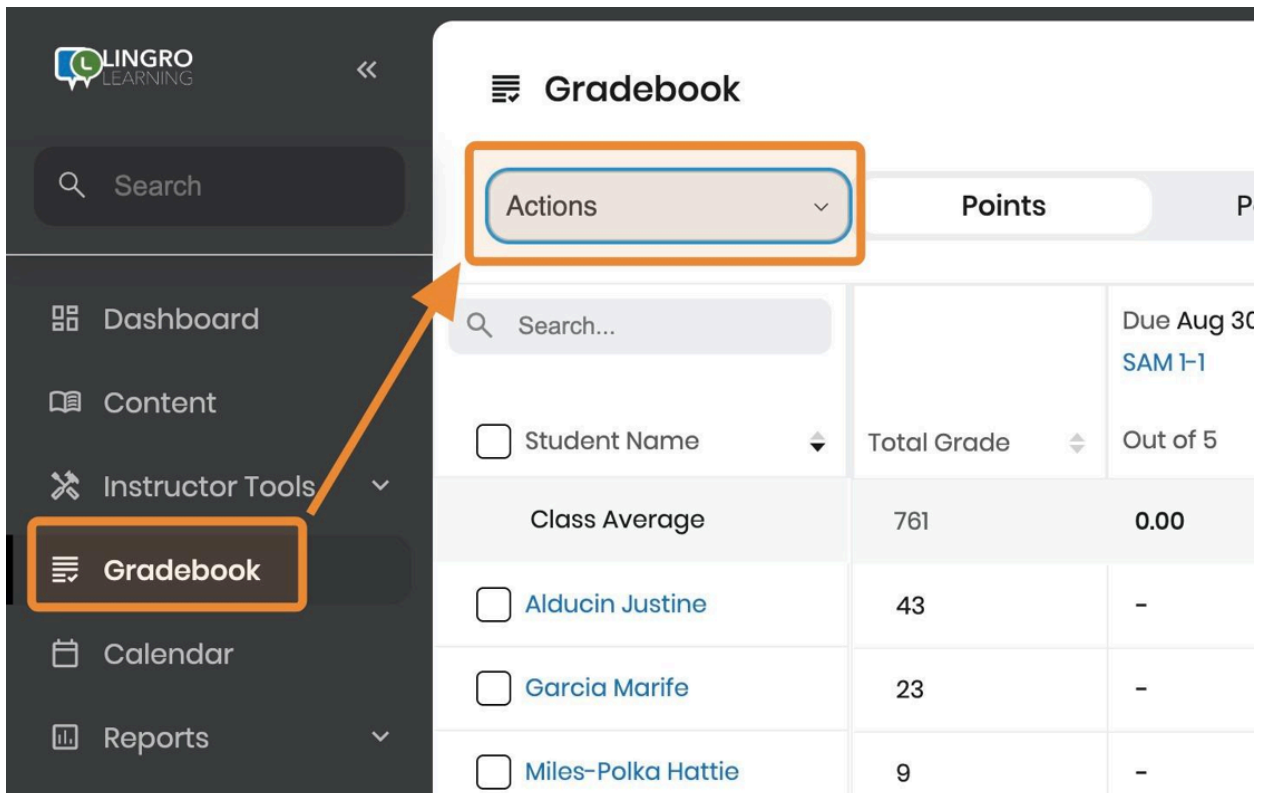
The following can be added:

- One Graded Custom Column (Assessment) per lesson
- One Graded Custom Column (Assessment) at course level

IMPORTANT: You are not able to apply weights to these columns.

STEP 1: Access Gradebook Actions

Click on **Gradebook** in the left navigation menu, then click on the **Actions** dropdown box in the upper left corner of the Gradebook.

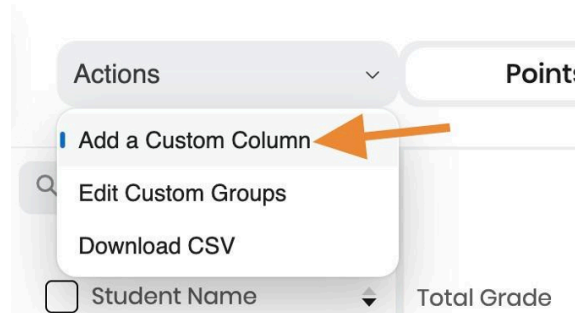


The screenshot shows the Lingro Learning interface. On the left is a dark navigation menu with the Lingro Learning logo at the top. Below the logo is a search bar and a list of menu items: Dashboard, Content, Instructor Tools, Gradebook (highlighted with an orange box), Calendar, and Reports. An orange arrow points from the 'Gradebook' menu item to the 'Actions' dropdown menu in the top left corner of the main content area. The 'Actions' dropdown is also highlighted with an orange box. The main content area is titled 'Gradebook' and contains a table with columns for 'Student Name', 'Total Grade', and 'Points'. The table has a search bar at the top and a 'Due Aug 30 SAM 1-1' label. The table data is as follows:

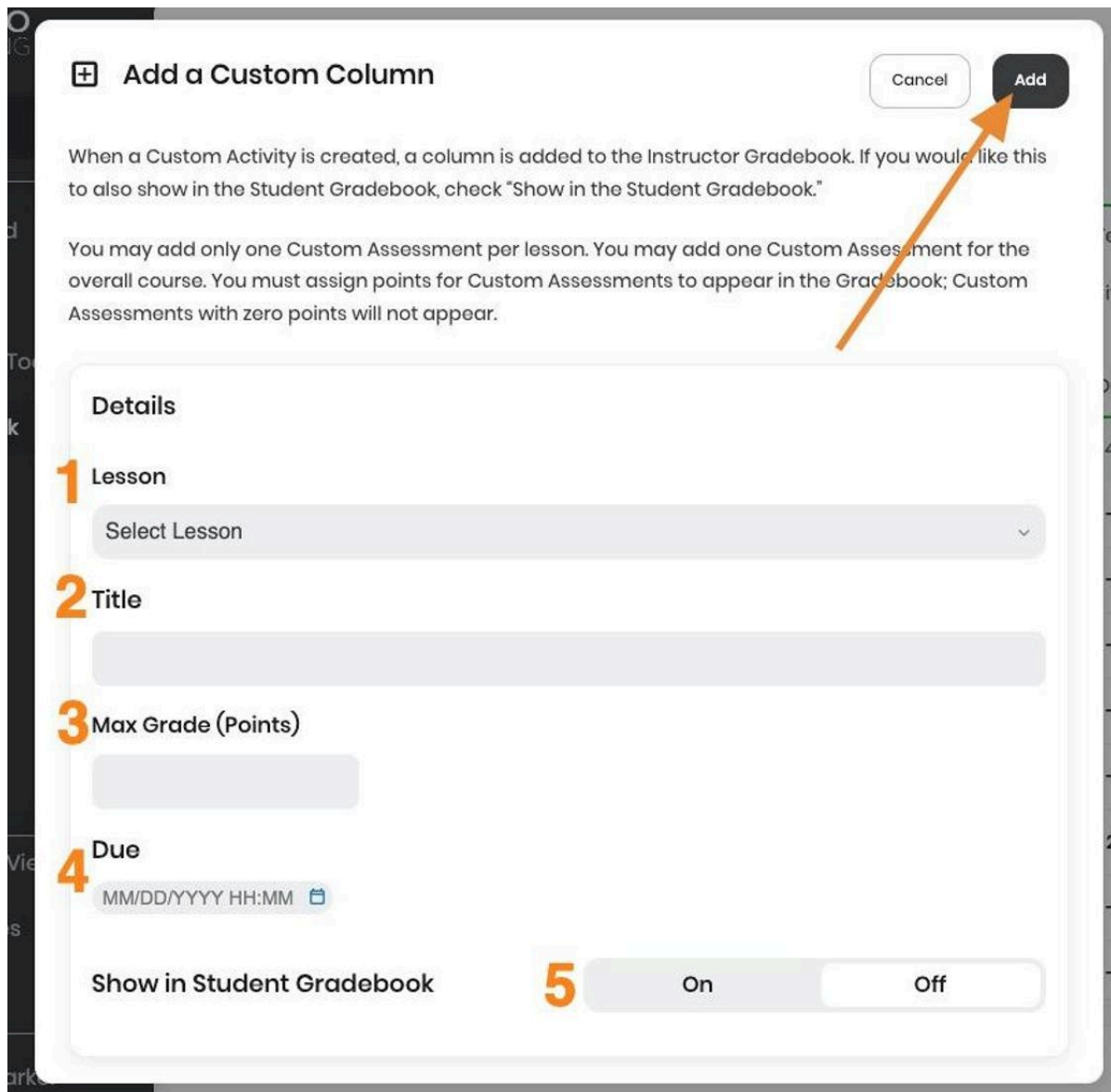
Student Name	Total Grade	Points
Class Average	761	0.00
<input type="checkbox"/> Alducin Justine	43	-
<input type="checkbox"/> Garcia Marife	23	-
<input type="checkbox"/> Miles-Polka Hattie	9	-

STEP 2: Add your Custom Column

From the **Actions** dropdown list, choose **Add a Custom Column**.



A new popup window will appear including the following information:

A screenshot of a 'Add a Custom Column' popup window. The window has a title bar with a plus icon and the text 'Add a Custom Column'. In the top right corner, there are two buttons: 'Cancel' and 'Add'. Below the title bar, there is a paragraph of text: 'When a Custom Activity is created, a column is added to the Instructor Gradebook. If you would like this to also show in the Student Gradebook, check "Show in the Student Gradebook."' followed by another paragraph: 'You may add only one Custom Assessment per lesson. You may add one Custom Assessment for the overall course. You must assign points for Custom Assessments to appear in the Gradebook; Custom Assessments with zero points will not appear.' Below this text is a section titled 'Details' containing five numbered fields: 1. Lesson: A dropdown menu with 'Select Lesson' and a downward arrow. 2. Title: A text input field. 3. Max Grade (Points): A text input field. 4. Due: A date and time picker with the format 'MM/DD/YYYY HH:MM' and a calendar icon. 5. Show in Student Gradebook: A toggle switch currently set to 'On'. An orange arrow points from the 'Add' button in the top right to the 'Add' button in the bottom right of the 'Details' section.

1. **Lesson:** Use the drop-down to select which lesson (chapter/unit) to add the custom column to. If you wish the custom column to remain at the course level (not within a chapter/unit), leave the Lesson drop-down at "Select".
2. **Title:** Enter a title for the column (e.g. Class Participation).
3. **Max Grade (Points):** Enter the total number of points the column will be worth.
4. **Due:** Enter a due date (either typing it in manually or using the calendar icon).
NOTE: Due dates/times can also be updated in Activity Settings.
5. **Show in student gradebook:** Toggle ON to display your custom column in the student gradebook.

Click **Add** in the top right corner when finished adjusting the settings for your Custom Column.

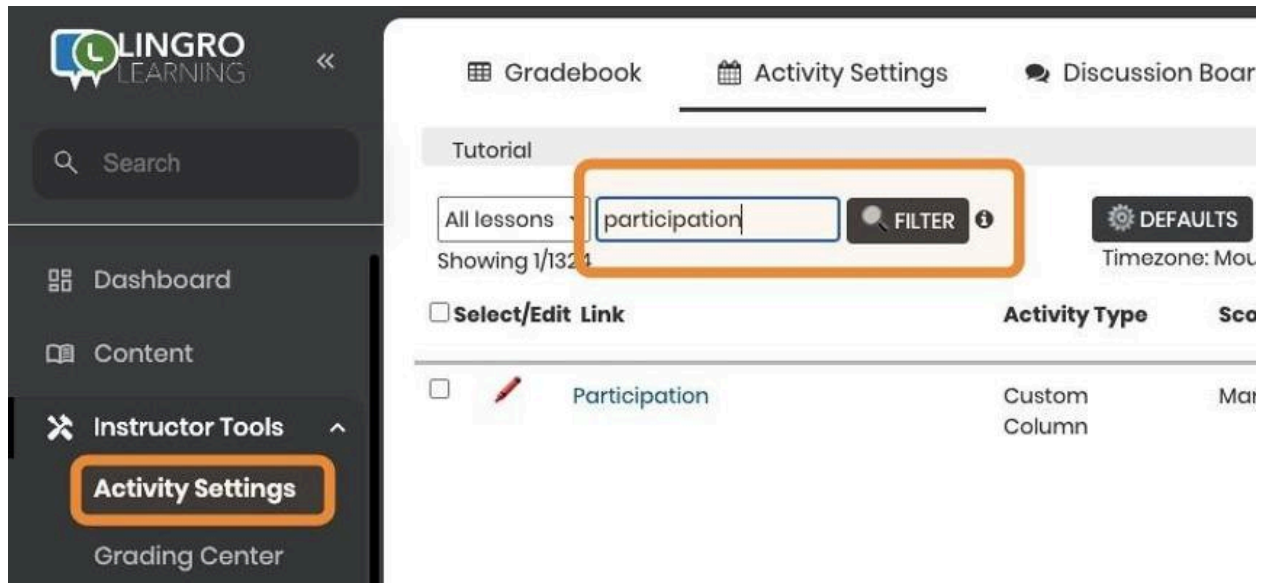
Your newly created column will appear in your **Gradebook**. Here, you can manually enter grades for each student by clicking on the appropriate cell for each student and typing in their grade.

The image shows a configuration panel for a custom column in a gradebook. On the left, there is a vertical bar with the text 'ped' and a blue double arrow icon '><'. To the right of this bar, the text 'Due Dec 13' is displayed. Below that, the word 'Participation' is written in blue. Further down, the text 'Out of 100' is shown with small up and down arrow icons on either side. At the bottom of the configuration area, the number '0.00' is displayed in a light gray box. Below this box are two rounded rectangular buttons, each containing a minus sign '-'. The entire configuration panel is set against a light gray background.

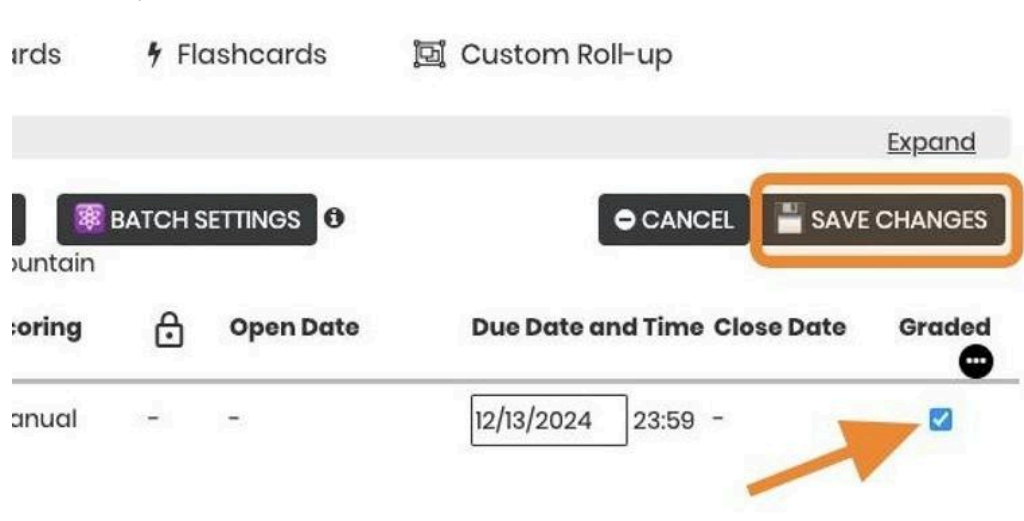
Deleting your Custom Column

If you happen to make a mistake and wish to delete your column, you can do so in **Activity Settings**.

While in Activity Settings, type in the name of your custom column in the Filter search bar, then click Filter. Your custom column should appear (e.g. Participation was the name of the custom column created in this example).



In the Graded column, the box will be checked. To delete this custom column from your Gradebook, **uncheck** this box. Then click **SAVE CHANGES**.



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