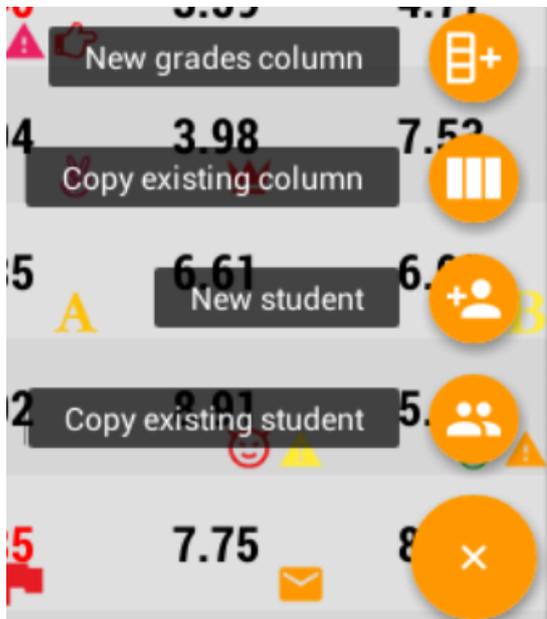# Add a grade

To add a grade is as easy as add a new column on the grid:

1. Press the ⊕ button at bottom-right:

2. Choose one of the 2 options:
    1. **New grades column**: to create a new column grades
    2. **Copy existing column**: to copy grades or columns from one group or term to another
3. If you pick **"New grades column"** you will see the next screen:

Add Column

My title

Subtitle

Grade type:

Final Grade (Calculated)

Grade symbol:

--None--

Grade color:

--None--

Second chance of:

--None--

Show percentage   OFF

Color: ✖ Reset Color

Hide: ☐

Protect   OFF

Quick comments: -- Select a comment --

Cancel   OK

- **Title**: type a name for this column: activity, exam,… Use the calendar button to pick a date.
- **Subtitle**: type a subtitle for this column. You can pick subtitles from the list of subtitles created at **menu -> Academic Settings** ( ).
- **Grade type**: you must select the grade type you want to use to assess. See this article for more info.
- **Grade symbol**: select a grade symbol if you prefer show a symbol instead of a numeric value. Example: A, A+, B, F,… You can set the grade symbols from **menu -> Academic Settings** ( ).
- **Grade color**: you can use conditional colors, color

the grade according to its value. You can set the grade colors from **menu** **Academic Settings** ().

- **Second chance of**: a grade can be the second chance of an already assessment made. It is used in auto calculated grades: the calculation process picks the second chance grade instead of the original.
- **Show percentage**: show the percentage of the grade.
- **Color**: the column color.
- **Hide**: hide the column. To show the column again click on the group name cell.
- **Protect**: lock the column to avoid modifications.
- **Quick comments**: to select a quickly a cooment from a list of reused comments.

4. To **edit a grade** just *click* on the garde's cell.

Grade Types

You have several grade types to assess. You can add or edit grade types from **menu -> Academic Settings** (icon), then go to "**GRADE TYPE**" tab:

GRADE SYMBOL	GRADE TYPE

+

∨	Numeric
∨	Calculated
∨	Counter
∨	Free Text
∨	Icon
∨	Attendance
∨	List values
∨	Rubric

Press on + button to add a new grade type:

Add grade type

Grade type: Numeric ▾

Passed 5.0 Minimum value to pass

Name: My grade type

Minimum: 0.0

Maximum: 10.0

Decimals: 0 ▾

Rounding type: None ▾

CANCEL   OK

- **Numeric**: used to type numerical grades.
- **Calculated**: to do auto calculated grades. To do averages and final scores. See this this article for more info.
- **Counter**: this grade type is used to increment or

decrement an integer value.
- **Free text**: you can enter any custom text associated to a numerical value.
- **Icon**: you can use icons as numerical grades.
- **Attendance**: you can calculate an score according to the student's attendance.
- **List values**: you can creat a list of values and select any item when scoring a student.
- **Rubrics**: you can asses with rubris. On the main grade screen, when editing the grade you will see the criterias.