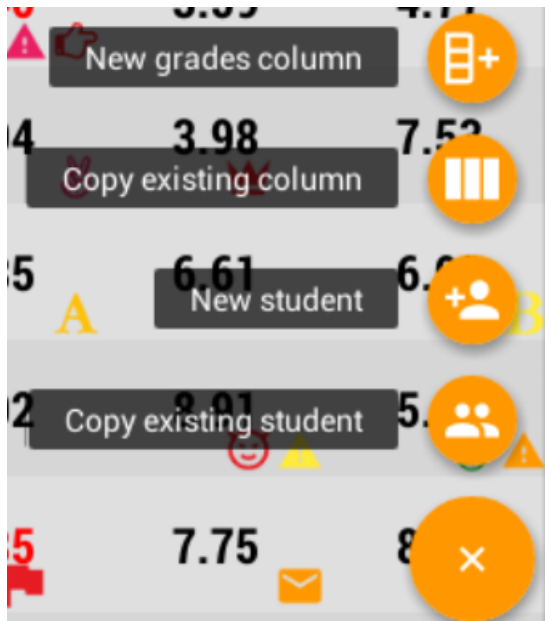


Add a grade


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:  



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 comment from a list of reused comments.

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