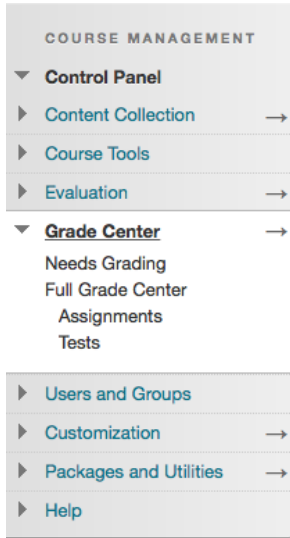# How Do I Edit Column Information in the Grade Center?

Once you have a column in the Grade Center, you can go back and edit several options to fit your grading needs. For more on creating a column, see our PDF Walkthrough.

1. First, on the left side of the course homepage under the **Control Panel** drop down menu, click **Grade Center** and then choose **Full Grade Center**.

2. Click the downward pointing arrow next to the name of the column you would like to edit. Then select **Edit Column Information**.

3. You can edit the **Grade Center Name**, which is the name that will be displayed in the Grade Center. Because columns are narrow, it may be helpful to choose an abbreviated name for display.

4. You can also edit the **Primary** and **Secondary Display** for the column. The secondary display will be in parentheses next to the primary if you would like two types of displays for your column (e.g. scores and percentages).
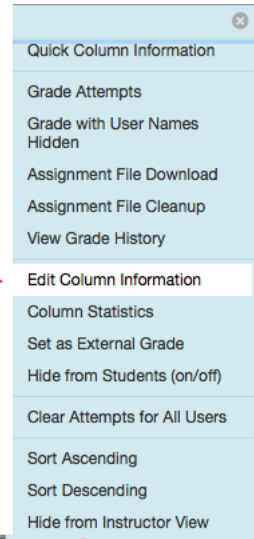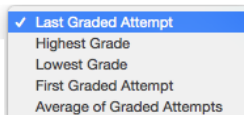
5. You can change which attempt you will use in the column through the **Score Attempts Using** dropdown menu (e.g. last graded attempt, highest score, etc.). For more on creating multiple attempts, see our PDF Walkthrough.

6. You can also edit the category for the column (e.g. assignment or test).

7. You can change the possible points for the item (e.g. 100). You can also add or change the rubric associated with the item.

8. You can change the grading period and the due date for the item. See our PDF Walkthrough on grading periods. Below that option, you can change your grading options to make grading anonymous or delegated to other graders. See our PDF Walkthrough on anonymous grading.

7. Finally, you have further options to edit at the bottom of the page.

    a. You can **Include the Column in your Grade Center Calculations**. This will make the column available for other calculations in the Grade Center.

    b. You can **Show this Column to Students** so that they can see their grades.

    c. You can **Show Statistics for this Column to Students**. This means students will see the class average and median grades.

8. When you are finished editing, click **Submit**.