

Add the Student ID Column to the Grades Tab

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How do I Add the Student ID Column to the Grades Tab

The Student ID column is available in the Grade Book. However, it is only visible on the **Members** and **View All** Tabs. The Grade Book is visible only on the **Teach** Tab and individuals who have Instructor or Teaching Assistant status can view the **Teach** Tab.

For numerous reasons, it may be more convenient to have the Student ID column on the Grades Tab.

To Add the Student ID Column to the Grades Tab

1. From the **Teach Tab** select **Grade Book**. The Grade Book and its five tabs will be displayed.

Your location: **Grade Book**

Grade Book

Create Column

Enroll Members

Import from Spreadsheet

Reorder Columns

Grades

Members

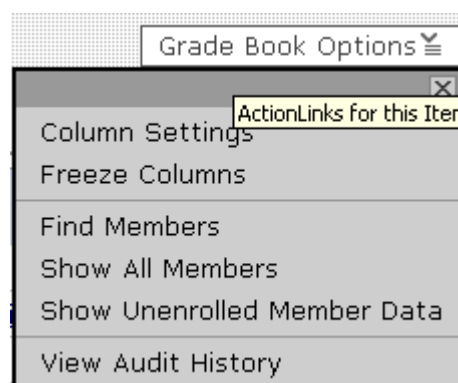
View All

Custom View


SCORM Grades

<input type="checkbox"/>	Last Name	First Name	User ID
<input type="checkbox"/>	Alphanumeric	Alphanumeric	Alphanumeric
<input type="checkbox"/>	ANDROMAS	KYDTAKT	kandromas

2. In the **Grades** tab, at the top right of the screen, select **Grade Book Options**, then **Column Settings**.

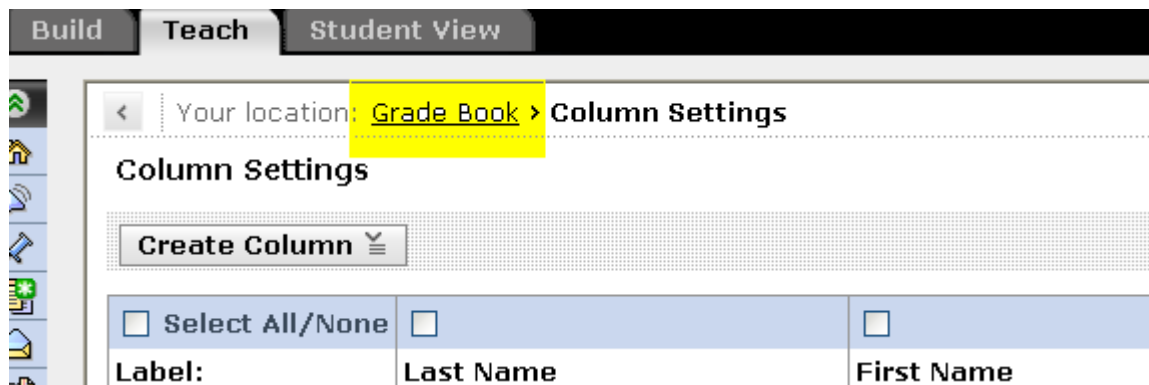


- Using the Scroll Bar at the bottom of the screen, scroll to the far right of the table until the column titled **Student ID** is visible. **NOTE:** It's important that the correct column is chosen. The words **Student ID** must be exactly as seen here, if you have another column titled student ID or StudentID, that's the wrong column and you can delete it.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User ID	Role	Student ID 
Alpha	Alpha	Alpha
L C R	L C R	L C R
Yes	Yes	No
Yes	Yes	Yes

In the row titled **Grade Column**, change the **No** to **Yes** by selecting it with the mouse and then clicking on it.

- Return to the **Grade Book** screen by choosing **Grade Book** from the **Breadcrumbs** at the top of the screen, then choose the **Grades** tab.



The Student ID column will now appear at the far right of the table. .

To Move the Student ID Column

1. From the buttons above the **Grade Book** table, select **Reorder Columns**

Your location: **Grade Book**

Grade Book

2. Check the checkbox next to the text **Student ID**, then select the **Move Selected Items Above** next to the item above which (which will display to the left of which) you want to move the **Student ID** column in the **Grade Book**.

Reorder Columns

Move	Column
<input type="checkbox"/>	Column
	Last Name
	First Name
<input type="checkbox"/>	User ID
<input type="checkbox"/>	Move Selected Items Above
<input checked="" type="checkbox"/>	Student ID
<input checked="" type="checkbox"/>	<input type="button" value="Show"/> <input type="button" value="Hide"/>

Then choose **Save**.

3. The Student ID Column will now be visible at the location you have chosen in the **Grades** tab of the **Grade Book**.