

Set a Column as the External Grade Column

This document covers how to set a grade column as the External Grade Column. The external grade column can be used to generate course analytics and to import Final Grades into GUS.

1. Find your desired column, click the Chevron, then click Set as External Grade.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position Order: ▲Asc

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	LAST ACCESS	TOTAL	<input checked="" type="checkbox"/> READING CH 1 FORUM	ASSIGN
<input type="checkbox"/>	Doe	John		B		
<input type="checkbox"/>	Student02	Student02		A		
<input type="checkbox"/>	Student03	Student03		C		
<input type="checkbox"/>	Student04	Student04		C		
<input type="checkbox"/>	Student05	Student05		--		

Selected Rows: 0

Move To Top Email

Quick Column Information

Edit Column Information

Column Statistics

Set as External Grade

Hide from students (on/off)

Sort Ascending

Sort Descending

Hide from Instructor View

Delete Column

2. The External Grade indicator (🟢) shows next to the column's name. The column is now ready to be exported to the Student Information System/GUS.

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Move To Top Email Sort Columns By: Lay

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	LAST ACCESS	<input checked="" type="checkbox"/> TOTAL	
<input type="checkbox"/>	Doe	John		B	
<input type="checkbox"/>	Student02	Student02		A	
<input type="checkbox"/>	Student03	Student03		C	
<input type="checkbox"/>	Student04	Student04		C	
<input type="checkbox"/>	Student05	Student05		--	

Selected Rows: 0

Note: Only one column can be External Grade per each grade center. The External Grade cannot be deleted; you need to denote another column as External Grade to delete the column.