1. What is the only way to create a column in the grade book?

2. Use Student View in your course. Observe that you now can see a Test Student in your grade book.

3. Under Assignments, change the name of the Assignments group to Exams.

4. Under Assignments, create:
   - Exam 1, Exam 2, Exam 3 and Exam 4.
   - Each worth 100 points.
   - Enter a due date for each exam

   *Remember to use Due Dates on your assignments!* 

5. For Exam 1, enter a grade of 90 for your Test Student.
   - Use Student View to see student’s subtotal and total score.

6. **Recommend you enter a zero for students who do not submit assignment.**

7. For Exam 2, set a Default grade of 0 for your Test Student.
   For Exam 3 and 4 enter a grade of 90

8. Verify the Exams Subtotal for the Test Student.
   Verify the Total score.

9. Change the Test Student’s grade for Exam 2 from 0 to 90.

(OVER)
10. For the Exam 3 column, set Grade Posting Policy to “Manually”. Use Student View to verify scores in column are hidden from students.

11. View Menu
   *Arrange by: View assignment name Z – A.*
   *Filters: View by Exams assignment group.*
   *Statuses: Change Late = Yellow: #FFFF66  Missing = Red: #FF5874*

12. Hide the grade book Totals from students.
   - Use Student View to verify Totals are hidden.
   - Make Totals visible again to students.

13. Rubrics:
   - Create an assignment called Paper 1
   - Submission type: Online, Points: 10
   - Build and Assign a basic rubric to the assignment