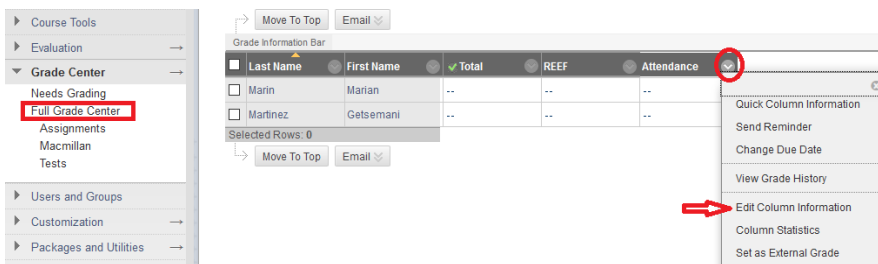


### Excluding Attendance from Grade Center Calculations

Instructors who would like to use the Attendance tool but not included it as part of a student's grade should do the following:

- o Go to the Attendance column in your course's Full Grade Center
- o Click on the down-arrow to open the menu and select Edit Column Information
- o On the Edit Column page, scroll down until you see the **OPTIONS** heading. Make sure that *"Include this column in Grade Center calculations"* is set to **NO**.
- o Click the **Submit** button to save your changes.



**OPTIONS**

Select No for the first option to exclude this Grade Center column from calculation

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

**NOTE:** For those instructors who have accidentally added the Attendance column and wish not to use it at all, it is recommended that they remove it from the grade center calculations, hide it from their students, and hide it from themselves.