# Setting up the Grade Centre for feedback in ARCH

## Setting up a column for formative feedback

1. Locate the correct module on studentcentral and go to the **Control Panel**>**Grade Centre**> **Full Grade Centre**



1. In the screen that loads there are two required fields (marked with an orange \*), **Column Name** and **Points Possible**, soenter a meaningful name in the Column Name Field (the students see this) and include the word Formative so that it’s easy to distinguish between formative and summative columns. In the **Points Possible** enter **1 (**see screen shot below for details of what to complete).



## Setting up a column in the Grade Centre for Summative assessment

1. Repeat step 1 above
2. Enter the details as before, so column name etc. but this time in points possible enter 100 as that’s what the assessment will be marked out of.

