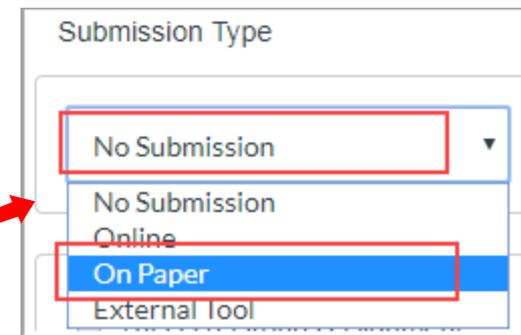# QUERCUS TIPS

CREATE A GRADEBOOK COLUMN

Do you need to add a Gradebook column for assignments not submitted online?

The only way to create a Gradebook column in Quercus is to create an assignment. For assignments that do not require online submissions (e.g. participation, in-class presentations, or any assignments or tests done on paper), select a *No Submission* or *On Paper* submission type when you create an assignment.

Create a Column for Assignments not Submitted Online

1. In Course Navigation, click on **Assignments**

2. Click the **Add Assignment** button

3. Enter **Assignment details** (Title, Description, Points, Due Date, Availability Dates, etc..)

4. For Submission Type, select **No Submission** or **On Paper**

5. Click **Save** to save an unpublished draft of the assignment. Click **Save & Publish** to save and make assignment available to students

Submission Type

No Submission ▼

No Submission
Online
On Paper
External Tool

ⓘ Learn more about [Creating a Gradebook Column for non-submission assignments](#)

❓ Get help from your [Divisional Quercus Support Contact](#)