Using Grade Center Categories

Each column in the Grade Center has a “Category” field. Some Category designations are pre-defined, such as Test, Survey, Assignment, Discussion, SafeAssignment, Journal, and Blog and these are automatically assigned to the corresponding graded activities. All Calculated Columns are assigned the Category of “Calculated Grade”.

Columns that the instructor creates manually are set to “No Category” initially, but this can be edited. Additional unique categories can be created and applied to any column except for Calculated Columns.

**To view the categories of existing columns:**

In Course Management Control Panel, click on Grade Center, then Full Grade Center.

Click “Manage” at the top of the Grade Center, then click “Column Organization”.

**To create new categories:**

1. Click “Manage” at the top of the Grade Center,

2. Click “Categories”

3. Click “Create Category” at top left of the screen.

4. Enter a name for the category

5. Click “Submit”
To edit the category for an existing column:

1. Access the **Column Organization** view of the **Grade Center** (see instructions page 1).

2. **Check the box** next to the column(s) where you want to edit the category.

3. Click on “**Change Category to...**”.

4. Select a category in the pop-up menu.

5. Click “Submit”.

Using categories to drop lowest grade:

1. **When indicating which columns to include in a Calculated column**, change setting to “**Selected Columns and Categories**”.

2. **Select a Category** to add to a Calculated Column formula. **IMPORTANT**: First check Column Organization view to be sure the category includes only the columns wanted in the calculation. Edit categories if needed.

3. Use **lower arrow** at side of “**Selected Columns**” box to move category over.

Once the category is moved to “Selected Columns box, a set of options will appear.

4. Use this option to drop 1 or more of the lowest grades in the category selected.