

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.

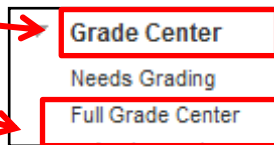
Name	Category
Week 1 test	Test
survey 1	Survey
New Group Project	Assignment
Term Paper	SafeAssignment
Week 1 Discussion Forum	Discussion
Personal Observations Journal	Journal
Class Blog	Blog
Exam 1 Grades	No Category
Course Grade	Calculated Grade

To view the categories of existing columns:

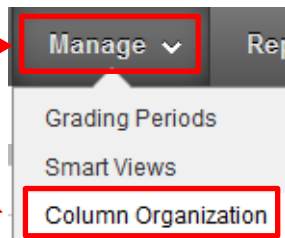
In **Course Management Control Panel**,

click on **Grade Center**

Then, **Full Grade Center**



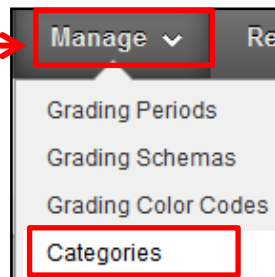
Click “**Manage**” at the top of the Grade Center,



Click “**Column Organization**”

To create new categories:

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



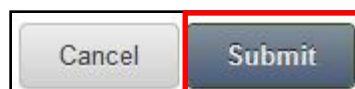
2. Click “**Categories**”

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

Examples of self-scoring questions
today

Show/Hide Change Category to...

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

4. Select a category in the pop-up menu

No Category
Assignment
Survey
Test
Discussion
Blog
Journal

5. Click **“Submit”**

Cancel 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”**.

All Grade Columns
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.

Categories to Select:
Assignment
Survey
Test

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

Selected Columns:
Test

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

Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the
Drop Highest Grades Lowest Value to Calculate
 Drop Lowest Grades Highest Value to Calculate

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