Assigning Categories to Grade Center Columns

When creating or editing a standard column, you may select a built-in or custom Category for that column. For this tutorial, we will begin by editing a column.

1. Under Control Panel, click Grade Center, then Full Grade Center.

2. In the header for an existing column, click the contextual arrow, and select Edit Column Information. Otherwise, click the Create Column button on the action bar, and begin setting the properties of the new column.
3. Scroll down to the Category setting, and select the appropriate Category from the drop-down list.

![Category Setting](image)

4. Make any additional changes to the settings, and click one of the Submit buttons.

![Submit Buttons](image)

When creating or editing a calculated column, scroll to the Select Columns section. Select the **Selected Columns and Categories** option, and the section expands to reveal the boxes in the illustration below. In the Categories to Select box, select the Category, and click the **Add** button (>) to calculate the Total, Average, Minimum, or Maximum for that Category, or to include it in a Weighted calculation.

![Select Columns](image)