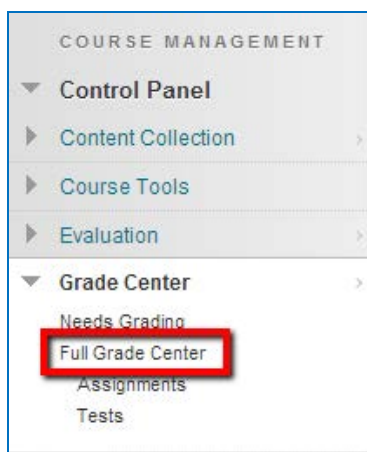


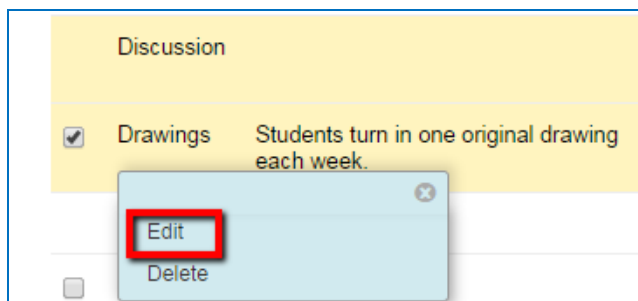
Editing and Deleting Categories

To modify the name or description of a Category, use the **Categories** command on the **Manage** menu in Grade Center.

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



2. For any custom Category, click its contextual arrow, and select **Edit**.



3. On the Edit Category page, make any desired changes to the Category Information, and click **Submit**.

* Indicates a required field.

Cancel **Submit**

CATEGORY INFORMATION

* Name

Description

If you need to remove the Category, choose **Delete** from the contextual menu; confirm your intentions in the message box.

The page at <https://bbappdev.stthom.edu> says: ✕

Delete this category? This action is final and cannot be undone.

OK Cancel