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