



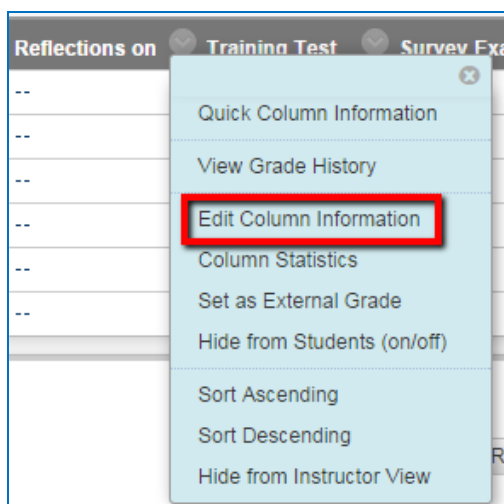
## Assigning Categories to Grade Center Columns

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

✘ Points Possible

Associated Rubrics

Journal

No Category

Assignment

Survey

Test

Discussion

Blog

Journal

Self and Peer

Lab

Wiki

Paintings

Type

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

Cancel

Submit

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**

Choose **All Grade Columns** to include all grade columns in the total. If *Grading Periods* exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

All Grade Columns

Selected Columns and Categories

Columns to Select:

Group Assignment

Discussion Question 1

My Economics Blog

Blog Avg

Weighted Total

Total

Weighted Total

Column Information

Categories to Select:

Discussion

Blog

Journal

Self and Peer

Lab

Wiki

Paintings

Category Information

Paintings: Reflections on Readings

Selected Columns:

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