Creating and Assigning Categories in the Grade Center

A category is a way to classify grade center columns. They can be used to organize grade center data and can be used to create calculated columns, such as weighted grade totals for final grades. The grade center has four default categories: Assignment/SafeAssignment, Discussion, Survey, and Test that cannot be removed or edited. Additional categories can be created if needed.

To create or to assign columns in the grade center, do the following:

1. On the **Grade Center** page, click on the **Manage** button and select **Categories**.

2. On the **Categories** page you will see your default categories and anything assigned to them. To create a new category, select the **Create Category** button.
3. On the **Create Category** page, fill in the name and description of the category you want to make for items in the Grade Center. When done, click **Submit**.

4. To assign a category to an item in the Grade Center, return to the Grade Center. Click on a column’s double down arrows and select **Edit Column Information**.
5. Under **Column Information** on the Edit Column Information page, scroll down to the word **Category** and select a category from the drop down menu to assign to this item. When done, click **Submit**.

To Edit or Delete a Category

To edit or delete a category, go to the **Grade Center**. **Repeat step 1** of this tutorial to get to the **Categories** page. On the Categories page, you will see a list of your categories and items assigned to them. By clicking on the double-down arrows next to a category’s name, an **editing menu** will appear. Selecting **edit** will take you to a screen where you can edit the category’s name and description, as seen in step 3 of this tutorial. Selecting **delete** will delete the category.