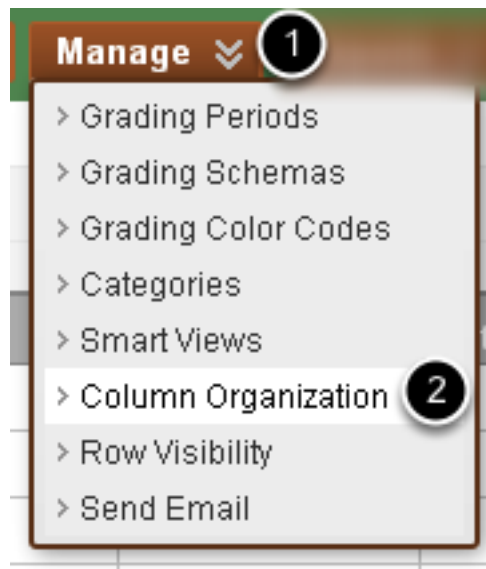


## Grade Center Column Organization: Modifying Column Categories

### Manage Menu



In the **Grade Center**:

1. Hover over the **Manage** menu
2. Select **Column Organization**.

### Select Columns To Recategorize

A screenshot of the Grade Center interface. On the left, there is a list of columns with checkboxes. The 'Outside Class Work' checkbox is checked. A red circle with the number '1' is placed over this checkbox. A red arrow points from this checkbox to a 'Change Category to...' dropdown menu. The dropdown menu is open, showing a list of categories: No Category, Assignment, Survey, Test, Discussion, Blog, Journal, and Self and Peer. A red circle with the number '3' is placed over the 'Assignment' category. Another red arrow points from the 'Change Category to...' dropdown to the 'Change Category to...' dropdown menu. A red circle with the number '2' is placed over this dropdown menu.

Name	Grading Period	Category
Weighted Total	Not in a Grading Period	Calculated Grade
Total (External Grade)	Not in a Grading Period	Calculated Grade
Outside Class Work	Not in a Grading Period	Assignment

1. Select the columns to be added to a category by placing a check mark in the appropriate box.
2. With the boxes checked, hover over the **Change Category to...** menu
3. Select the desired category

**Submit**

Click **Submit** to save changes.