

ASSIGN COLUMNS TO CATEGORIES

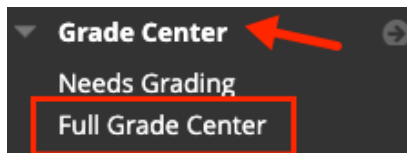
Columns can be assigned to categories in a calculated grade column through the column organization page.

Instructions

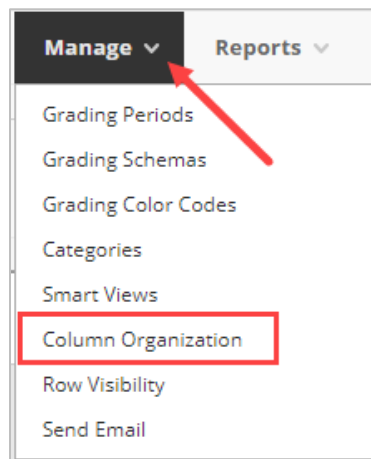
Note:

Before assigning columns to categories, be sure to first [create categories](#).

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, click **Manage** and then **Column Organization**.



3. The **Column Organization** page opens. To view your grade columns, scroll to the bottom of the page. You will see the current categories that your columns are assigned to.

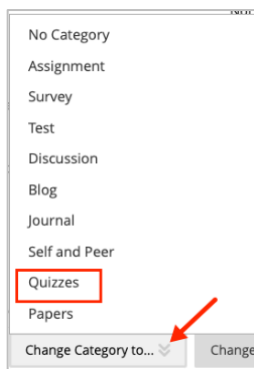
ASSIGN COLUMNS TO CATEGORIES

Name	Grading Period	Category
<input type="checkbox"/> Article Critique	Not in a Grading Period	Turnitin Assignment
<input type="checkbox"/> Case Study	Not in a Grading Period	No Category
<input type="checkbox"/> Non Profit Worksheets	Not in a Grading Period	Turnitin Assignment
<input type="checkbox"/> Non Profit Presentatid	Not in a Grading Period	No Category
<input type="checkbox"/> Non Profit Peer Eval	Not in a Grading Period	No Category
<input type="checkbox"/> Non Profit Eval	Not in a Grading Period	No Category
<input type="checkbox"/> Quiz 1	Not in a Grading Period	No Category
<input type="checkbox"/> Quiz 2	Not in a Grading Period	No Category

4. To assign columns to new or different categories, **click on the box(s)** to left of the column's name so that they are **checked**.

<input type="checkbox"/> Non Profit Peer Eval	Not in a Grading Period	No Category
<input type="checkbox"/> Non Profit Eval	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Quiz 1	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Quiz 2	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Quiz 3	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Quiz 4	Not in a Grading Period	No Category

5. With the column or columns checked, click the **Change Category to button** at the bottom of the page and pick the appropriate category from the list.



No Category
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Quizzes
Papers

Change Category to...

6. The 4 quizzes have now been added to the Quizzes category. Repeat the steps above to continue assigning columns to categories. Click **Submit** at the botto of the page to save your work when done. When complete, the final step is to create a [Weighted Grade Column](#).