How to Create Grade Center Categories

Categories help to organize and sort Grade Center data. They can be used most significantly in Calculated Columns and are handy in weighted calculated columns.

1. From the Control Panel, access the Full Grade Center.

2. Point to the Manage button and then choose the Categories link.
How to Create Grade Center Categories

3. Some categories are already present and cannot be deleted such as Assignment and Discussion.

4. To create additional categories, click the gray Create Category button at the upper left-hand portion of the page.

5. A category name is required. I recommend using a name that is shown on your syllabus that contains multiple grades. A description is useful to help you recall the purpose of the category but is not required.
How to Create Grade Center Categories

6. When you have complete your entries, click either the top or bottom submit button.

7. The category will then be available for you to use.

![Create Category Form Displaying 1 to 10](image)