

ASSIGN COLUMNS TO CATEGORIES

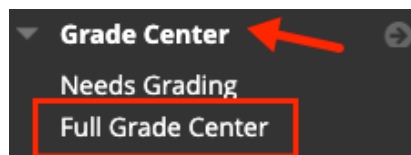
Columns can be assigned to categories in a calculated grade column through the column organization page.

Instructions

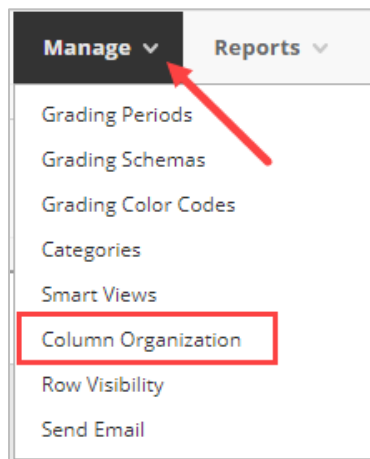
Note:

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.

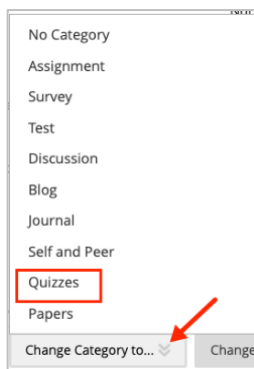
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Name	Grading Period	Category
<input type="checkbox"/> Article Critique	Not in a Grading Period	Turnitin Assignment
<input type="checkbox"/> Case Study	Not in a Grading Period	No Category
<input type="checkbox"/> Non Profit Worksheets	Not in a Grading 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.



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](#).