Adjust Grade Center after Adding Additional Graded Assignments
(Example Drop Box, Discussion Forum, Quiz)

- After graded assignments have been created, such as a drop box, discussion forum, or quiz, a column in the grade center will automatically be created.
- Depending on the evaluation and grading in your syllabus, the grade center may need to be adjusted. The adjustments can vary greatly, depending on the initial grade center set up. The two options below are the two most likely options that will occur.

Weighted Grade Center: If the grading is based on groups of assignments (Categories) and each category is worth a certain percentage, then some of the columns in the grade center may need to be adjusted to reflect the correct category. Follow these steps:

1. From the Full Grade Center, scroll right to find the newly created column. Click on the chevron to the right of the column name.
   a. In the Full Grade Center hover mouse over Manage button. Click on Column Organization.
   b. The columns in the Grade Center now appear in rows. From here you can view the assignment names and the categories to which they are attached. To change a category, click on the box to the left of the assignment name. Hover mouse over the “Change Category to…” button and choose the category you want to change it to. Continue until all categories match the categories you are using. Click Submit to save changes.

   Note: From this same screen, columns can be rearranged. Click on the icon and drag column to the desired location.
Points-based Grade Center: If the grading is based strictly on a total number of points, for example a student can earn a total of 1200 points and what they earn is divided by the total, then the grade center probably doesn’t need to be adjusted. Make sure to update your syllabus with the added graded assignments.