

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 in 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.

Grade Center : Full Grade Center ▼

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ **Manage** ▼ Reports ▼

Grade Information Bar

Last Name	First Name	Username	Availability	Weighted Total	Reflection
Frisque	Justin (Test Student)	jfrisque_s	Available	--	--
Gallanis	Susan (Test Student)	sgallanis_s	Available	75.00%(C)	70.00
Paul	Angelika	f00361008	Available	44.00%(F)	--
Seefeldt	Hannah	f00354899	Available	4.00%(F)	--
Virchow	Brittany	f00411894	Available	--	--

Selected Rows: 0

Move To Top Email ▼

- 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.

Not in a Grading Period

Name	Grading Period	Category
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Total (Hidden)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Essay 1 Drop Box	Not in a Grading Period	Essays
<input type="checkbox"/> Essay 2	Not in a Grading Period	Essays
<input checked="" type="checkbox"/> Essay 4 Drop Box	Not in a Grading Period	Assignment
<input type="checkbox"/> Project 1	Not in a Grading Period	Projects (not final)
<input type="checkbox"/> Final Project	Not in a Grading Period	Assignment
<input type="checkbox"/> Test- Requires Resp	Not in a Grading Period	Test
<input type="checkbox"/> Mid-term Participat	Not in a Grading Period	Class Participation
<input type="checkbox"/> Final Participation	Not in a Grading Period	Class Participation
<input type="checkbox"/> Check for Responsu	Not in a Grading Period	Test
<input type="checkbox"/> Testing testing testir	Not in a Grading Period	Test
<input type="checkbox"/> dddd (**Webcam**	Not in a Grading Period	Test

Click **Submit** to proceed.

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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.