Categories

Create categories

You can create as many categories as needed to organize your Grade Center data. The Categories page in the Grade Center displays the default categories and those you create. Each category's row displays an optional description and the grade columns associated with that category.

When you manually create a grade column, you can associate it with a default or custom category. If you don't, it defaults to No Category.

1. In the Grade Center, access the Manage menu and select Categories.
2. On the Categories page, select Create Category and type a name and an optional description.
3. Select Submit.

To edit or delete a category you created, access its menu. You can't delete a category that has columns associated with it.

View a category and associate columns

In the Grade Center, you can view the columns associated with a category in two ways. You can filter the view of the Grade Center and select a category. The columns associated with the category appear in the grid. The view remains in the Grade Center until you change it or close your browser.

You can also view all categories and associated columns on the Column Organization page. You can move one or more columns to a category, a different category, or no category. Access the page from the Manage menu.

If you didn't associate columns with a category when you created it, you can manually associate columns on the Column Organization page. You can also edit a column's settings.