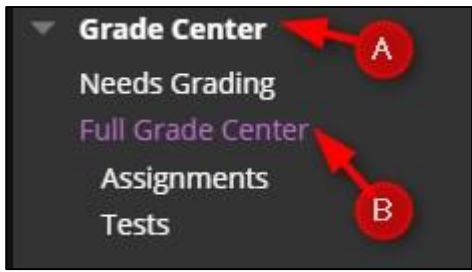


Move a Graded Item to a different Category in the Grade Center

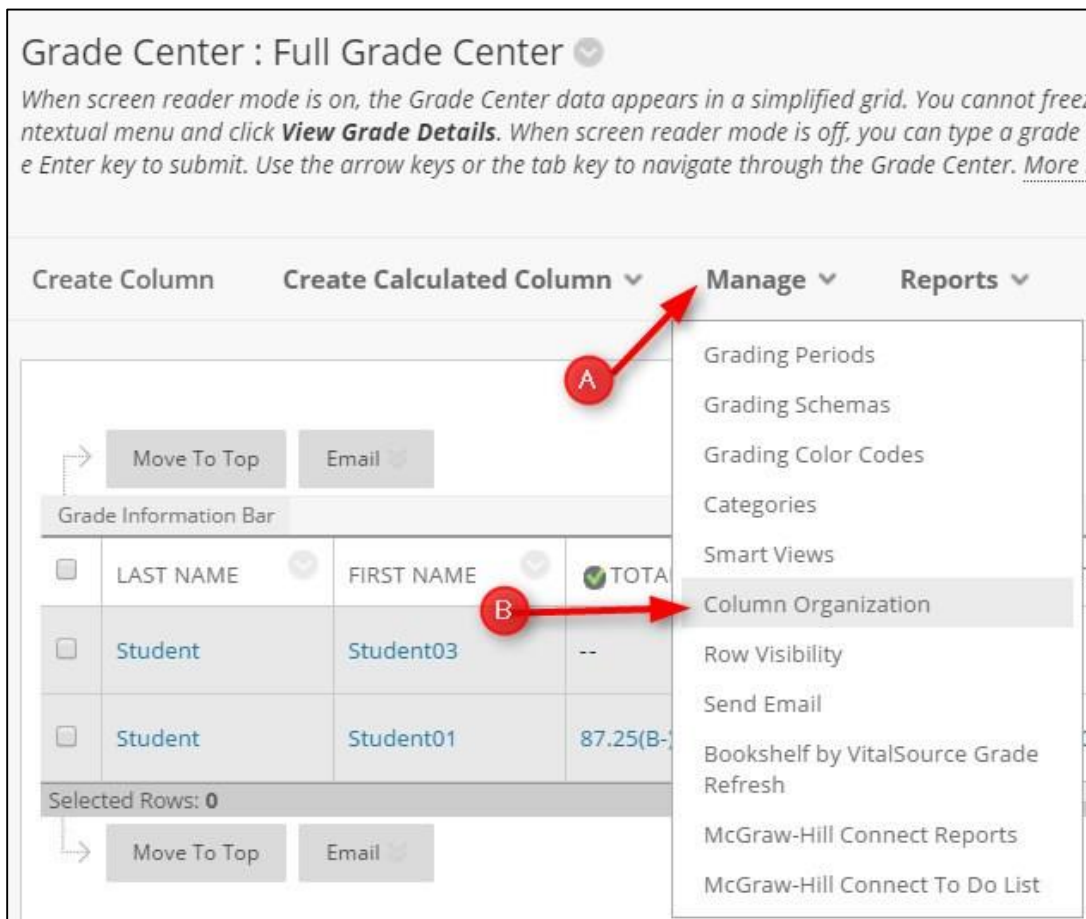
When you add any type of graded item, that item will automatically be assigned to one of the nine default categories - **Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test**. However, a graded item can have their association with a Category changed or removed. To change a Column's associated Category, follow these steps:

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Roll your mouse over **Manage** and click **Column Organization**.

A screenshot of the 'Grade Center : Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Manage' dropdown menu is open, showing options: Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization (highlighted with a red circle 'B' and an arrow), Row Visibility, Send Email, Bookshelf by VitalSource Grade Refresh, McGraw-Hill Connect Reports, and McGraw-Hill Connect To Do List. Below the menu, there is a table with columns for 'LAST NAME', 'FIRST NAME', and 'TOTAL'. The first row shows 'Student' and 'Student03' with a total of '--'. The second row shows 'Student' and 'Student01' with a total of '87.25(B-)'. A red circle 'A' with an arrow points to the 'Manage' button.

5. Select the **grade item**, click **Change Category to...**, Click the appropriate **Category**, and click **Submit**

The screenshot shows a gradebook interface with a table of items and a category selection dropdown menu. Annotations A, B, C, and D highlight specific elements:

- A**: Points to the "#2 Lab" checkbox in the left-hand list.
- B**: Points to the "Change Category to..." button at the bottom of the dropdown menu.
- C**: Points to the "Labs" category option in the dropdown menu.
- D**: Points to the "Submit" button at the bottom right of the interface.

Item	Category	Grading Period	Start Date	End Date	Points
Is Online Learning Right For You?	Assignment	Not in a Grading Period	Oct 31, 2016	None	10
College Resources Di	No Category	t in a Grading Period	Oct 31, 2016	Oct 13, 2016	10
#1 Week Homework	Attendance	t in a Grading Period	Oct 31, 2016	None	50
Total Assignments	Calculated Grade	t in a Grading Period		Oct 17, 2016	120 (may vary by student)
#1 Lab	Assignment	t in a Grading Period	Nov 7, 2016	None	25
#2 Lab	Assignment	t in a Grading Period	Nov 14, 2016	None	25
Total Labs	Calculated Grade	t in a Grading Period		Oct 17, 2016	0 (may vary by student)
Weighted Total	Calculated Grade	t in a Grading Period		None	0 (may vary by student)

Click **Submit** to proceed. Click **Cancel** to go back.