1. Navigate to the Full Grade Center

2. Use the dropdown and select edit column information

3. Here you can change the primary display settings to one of the following:
   a. Score
   b. Letter
   c. Text
   d. Percentage
   e. Complete/Incomplete

4. If desired, a secondary display type is available. Only you as the instructor can see the secondary display

5. There are two ways to calculate weighted total:
   a. By Column
   b. By Categories
6. Select a column name from the left then press the arrow to bring it into the right hand side.

7. After you have selected all of the columns that need to be weighted a weight can be assigned to each item.
8. To do this enter a value into the weight field

![Weighted Total Column in the Grade Center](image)

*Figure 4*
9. As you add weights in, the total weight number will change at the bottom

10. Categories work the same way as columns in weighted totals
   a. Things to remember:
      i. Categories are set in when building an assessment
      ii. Test, assignments, and discussion are automatically entered into those categories
      iii. It is possible to change an assignment to a test.
   b. To use categories instead of columns follow steps 6 through 9 but select the desired category before moving into the right hand pane