Steps to Follow

1. **Navigate to the Full Grade Center** (figure 1)
2. Use the dropdown and **select edit column information** (figure 2)
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 (figure 3)
7. After you have selected all of the columns that need to be weighted a weight can be assigned to each item (figure 4)
8. To do this **enter a value into the weight field** (figure 4)
9. As you add weights in, the total weight number will change at the bottom (figure 4)
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 discussions 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. (figure 5)