Assigning Grade Categories

**Step-by-step**

- In general, categories are useful for weighted columns, running grade reports and grade center views.
- To get started, make sure to be on the Full Grade Center page.
- Locate and hover over a column, such as the Participation column created in **G03-Create a Gradable Column**. A gray, circular symbol with a downward pointing white arrow will appear, indicating that more options are available, click it once and a popup menu will appear. Then, **click Edit Column Information**.

![Image of Edit Column Information]

- The Edit Column page will appear, then scroll down to the Category dropdown. Click the dropdown and select Self and Peer.

![Image of Category Selection]

- Click the Submit button.