How to create a Category in Grade Center

1. Hover over **Manage**, and then click **Categories**.

2. Click **Create Category**.
3. Give the new category a name and description, and then click **Submit**.

4. Click **OK**.
5. Coming back to Grade Center Home Page, hover over **Manage** again, and then click **Column Organization**.

6. Check the Columns that you want the move to a certain category.
7. Hover over **Change Category to...**, and then Click the category you want to send these columns to. Then you’ll category has been changed to those selected columns.
8. **Click Submit.**