**Working within the Grade Center: Adding columns**

Adding a weighted column; [top of document]

Weighting means you are going to place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board Posts or quizzes. The first section is common to all columns when adding.

1. Click on the **Grade Center** link from your control panel
2. Roll over the Add Calculated Column link
   - Move your mouse to the **Weighted** name and click on it
3. Fill in the information in section 1 (one) above
4. Select Columns or categories to weight. Selecting Categories allows you to drop the lowest score(s) and/or highest score(s). Keep in mind whatever combination you choose the total weighting should equal 100% even though it is not mandatory to do so.

5. Click on the SUBMIT button on the bottom right of the page to complete the process.

6. The column will show in your grade center now.