



Technical College System of Georgia

The Basics of Setting up the Grade Center

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Overview

- Grade Center Functions
- Create a Points gradebook
- Create a Percentage gradebook
- Create a category and column
- Organize columns

Keep in Mind (1)

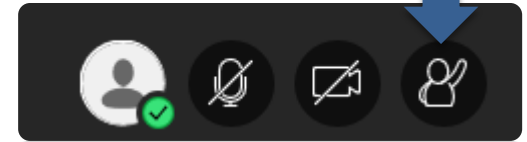
- Before beginning the setup process, have the content area built out with the graded items that will be used for the term.
- Graded items can be added after setting up the gradebook, but you'll need to verify that they are in the correct category.

Keep in Mind (2)

- Term courses Grade Center setup may be slightly different based on how the course was copied.
 - A course copied from a Master will have the same columns as the Master.
- Manually created courses (e.g. New Master, or Sandbox) will have two defaulted calculated columns, “Total” and “Weighted”
- ILP courses have no grade columns in the gradebook.

Questions?

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