Step by Step: Color Coding Grade Ranges

The Grade Center lets you color code: 1) the status and 2) the grade percentage range. This document addresses color coding the grade range.

1. Go to the Control Panel and click Grade Center

2. Click Full Grade Center.

3. On the Grade Center: Full Grade Center page, point to Manage, and then click Grading Color Codes.
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4. On the **Grading Color Codes** page, in the **Color Code Information**, check the **Enable Grading Color Codes** checkbox.

5. In the **Color Coding Options** section under **Grade Ranges**, click the **Add Criteria** button.
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6. In the **Criteria** list, set the criteria to **More Than**, **Less Than**, or **Between**.

7. In the **Percent Value** box, type one or more values related to the criteria.

8. Set the **Background** color and the **Text** color.

9. Create as many criteria as needed.

10. You can see the preview next to the criteria values.
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11. When you are finished, click the Submit button.

12. On the Grade Center: Full Grade Center page, you should now see colored cells that fit the criteria you entered.

13. To hide color coding, click the Hide Color Coding button.

14. To show the color coding, click the Show Color Coding button.