Step by Step: Color Coding Grade Statuses

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

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 Grading Status, click the action link next to In Progress, Needs Grading, and Exempt to choose a color to code them.

6. To reset color back to white, click the icon next to the color name.
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7. Click the Submit button.

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

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

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