Step by Step: Changing the Name of a Grade Center Column

A column in the Grade Center takes the name of its graded activity. Instructors can change the name that displays in the Grade Center. This may be desired if the title is too long to display in the gradebook. The activity title, not the grade center display title, displays by default in the student’s view of the gradebook on their My Grades page. This can also be changed.

1. Go to the Control Panel>Grade Center and click the right arrow to go to the Full Grade Center.

2. Go to the column you want to rename and click on its menu link to display the options.

3. Click the Edit Column Information link.

4. The Column page displays. The Column Name displays what the students will see. Click inside the Grade Center Name to enter a different name. This is what the instructor view will display.

5. Click the Submit button.