# Color Coding in the Grade Center

Overview

The Grade Center can be color coded to change background and text or the grade cells. These color changes can help differentiate between the grades that are exempt, the work that is in progress, or the ungraded work. Also, colors can be coordinated to distinguish a certain grade range.
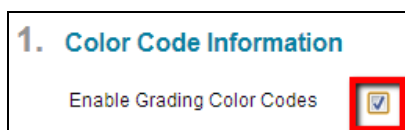
Steps to Color Code the Grade Center

1. Under **Control Panel** click on the **Grade Center**.
2. Select **Full Grade Center**.
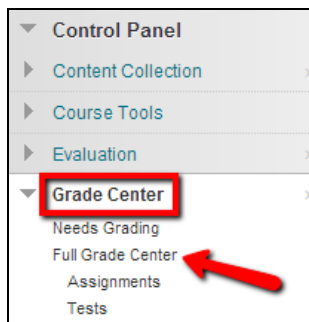
3. Under the **Manage** drop down menu click on **Grading Color Codes**.

4. This will bring you to the Grading Color Codes page. Go to Section 1 **Color Code Information** and check off where it says **Enable Grading Color Codes**.

5. Section 2: **Color Coding Options**. Here, you are given the option to color code certain items to determine if they are either **In Progress**, **Need Grading**, or are **Exempt**. Click on the drop down arrow of the item you wish to color code, select a color, and then click on the **Apply** button.
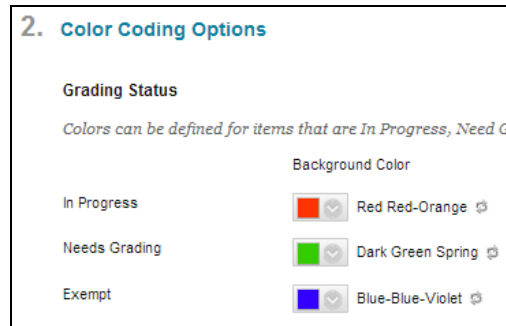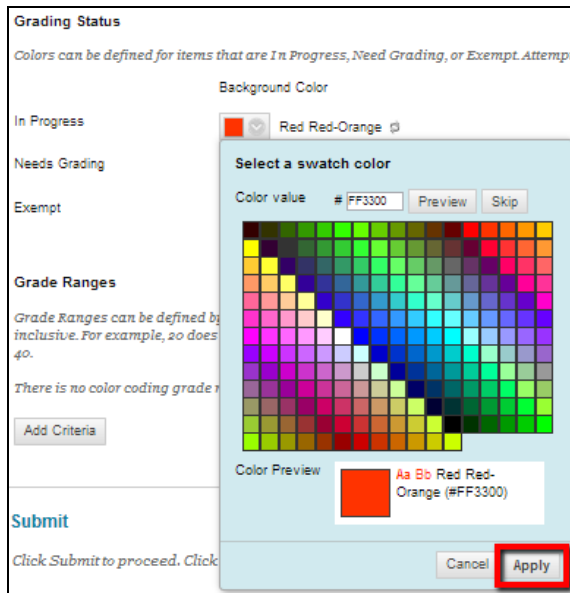
6. Below this, still in Section 2, you will see the option to color code **Grade Ranges**. To color code here:
- Click on **Add Criteria**.
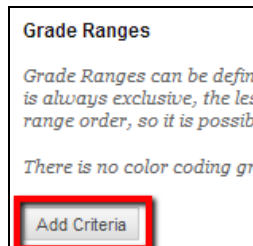
- Then enter in the numbers for the grade ranges and proceed with choosing a background or text color.
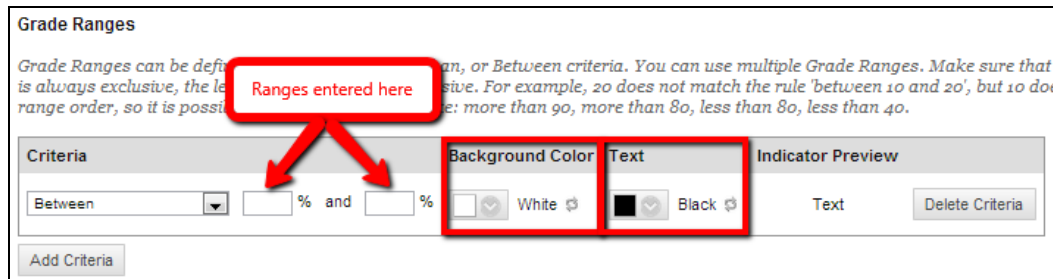
7. Once you have finished choosing your color codes go to Section 3 and click on the **Submit** button.

8. You will then be able to see the results in the **Grade Center** based on the color code choices you just submitted. For example, if an instructor chose the color blue to code a grade that is **Exempt** the result would look like this:

☐ Last Name	First Name	Last Access	⊘☑ Total	Attendance	⊘ Weigh
☐ Nasir	MD Nazmus	October 9, 2013	7.00	⬤	
☐ Student	Hunter	October 11, 2013	90.00	--	--

The cell is now blue to indicate the grade is EXEMPT.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.