Manage Grading Color Codes in the Grade Center

You can choose to turn color coding on and off or edit the color rules you created. After you enable color coding, the Hide/Show Color Coding function appears on the action bar in the Grade Center.

Turn Color Coding On and Off

In any view of the Grade Center, click Hide Color Coding on the action bar to remove all defined colors from the cells. The color rules are retained.

Click Show Color Coding on the action bar to reapply the defined color to the affected cells.

How to Color Code the Grade Center

1. On the action bar, point to Manage and click Grading Color Codes.
2. On the Grading Color Codes page, select the check box for Enable Grading Color Codes.
3. In the Color Coding Options section, you can perform the following tasks:
   o For each Grading Status, click the down pointing arrows icon in the Background Color column to access the Swatch Color box.
   o In the Swatch Color box, select a color and click Apply to save it.
4. In the Grade Ranges section, you can perform the following tasks:
   o Click Add Criteria to create a color rule.
   o In the Criteria drop-down, select Between, More Than, or Less Than.
   o Type a percentage in the box or boxes.
   o For Background Color and Text, click the down pointing arrows icon to access the Swatch Color box.
   o Select a color and click Apply to save it.
   o Click Add Criteria to create an additional Grade Ranges field.

   If you create a rule that contains some of the same information as another rule, the system generates a warning, allowing you to edit your criteria.

5. Click Submit.
5. The Grade Ranges section allows you to preview your color choices in the Indicator Preview column. If you do not approve of a color choice, click the Reset icon (.QueryString) — represented by two circling arrows.

The Grade Center page appears with a success message stating that the color coding is updated. Colors based on your rules appear in the affected cells.
How to Edit Grading Color Codes

At any time, you can edit the colors chosen or delete existing criteria. You can also create additional criteria.

1. On the action bar, point to Manage and click Grading Color Codes.
2. On the Grading Color Codes page, clear the check box for Enable Grading Color Codes to remove all defined color from the cells in the Grade Center. The color rules you created remain on the Grading Color Codes page and you can reapply them at any time by selecting this check box again.

   When you disable color coding, no function for showing or hiding color coding appears on the Grade Center action bar.

3. Select a new color or click the Reset icon (�)—represented by two circling arrows—to remove a color rule.
4. Edit existing Grade Ranges criteria.

   You can preview your color choices in the Indicator Preview column.

5. Click Delete Criteria to remove existing criteria. Removing criteria is final. Click OK in the pop-up window to verify the deletion.
6. Click Add Criteria to create an additional Grade Ranges field.
7. Click Submit.