These steps will help you create a content item with a consistent grade book name.

**MANAGING THE GRADEBOOK NAMES**

1. Start by going to the Full Grade Center.
2. Find your assignment or test’s column heading and open the drop down menu for that item.
3. Select Edit Column Info.
4. Delete the Grade Center Name.
5. Doing so will allow the Gradebook to update if you ever need to change the assignment or test name in the future.
6. Students will see names in Grades and the names for gradable item & the course are the same.
New items that you create will go to the end of the list in your Gradebook. The order you organize the Gradebook will appear the same way for both you and your students.

In the Full Grade Center, go to the Manage menu.

Click on Column Organization.

On the Column Organization page, click-and-drag your items one-by-one into the order you would like.

Click the submit button when you are finished.
DELETING GRADEBOOK ITEMS

If you delete an item from your unit, you must also go in to the Gradebook at delete the item’s column.

USE THE GRADEBOOK TO VERIFY ITEMS IN YOUR COURSE

Scan through your Gradebook and view the dropdown menu for each item. If the delete option appears in the menu, you will know that this item is not appearing in your course. Please use this information to be sure you add these items to your course if it is needed.