# Assigning the External Grade Column

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The external grade is the grade column chosen by the instructor to use for the final grade. Examples of common external grade column are the **Total Weighted Grade** for grades determined by weights or the **Total Points Grade** column for grades determined by points. In most instances, you will need to rename the column appropriately. In new courses, the **Total** column is the default external grade column. The external grade icon ( ) will appear in the column header.

1. Navigate to the **Full Grade Center**
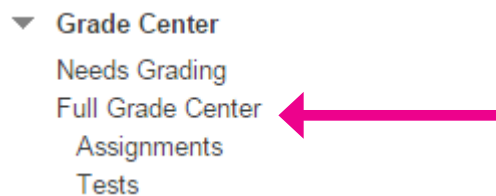
2. In Grade Center, find the column you would like to use as your external grade (Total Weighted Grade or Total Points Grade)

3. Click the chevron to the right of the column title and select **Set External Grade.**