The students’ results in the external grade column are shared with other services and tools that integrate with eCampus, such as GradeSync. The instructor can decide which column is set as the external grade. In new courses, the “Total” column, is the default external grade column, and the external grade icon ( %= ) appears in the column header. The Total column cannot be deleted until another column is set as the external grade column. Please follow the steps below to change the external grade column.

1. Login to eCampus and navigate to the desired course.
2. Click on the Full Grade Center under the Control Panel.
3. Click the dropdown menu (Step A) for the column you wish to designate as the external grade column, and then click Set as External Grade (Step B).

4. The desired column should now have the %= icon in front of the column name.