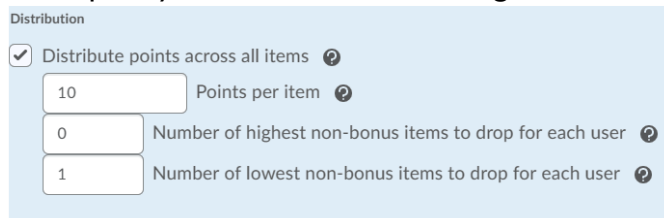


How to create a grade category

Categories are used to group grade items (columns) together. Example categories would be: Tests, Assignments, Homework, Project, etc.

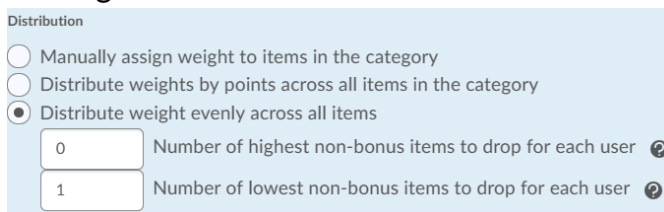
1. If you have just finished completing the **Setup Wizard**, click the link to **Create a New Grade Category**.
– OR –
Within the Grades area, click the option **Manage Grades**, then select the blue **New** button and choose **Category**.
2. Enter a **Name** for the category.
(Optionally) Enter a short name for your view only to abbreviate the category.
3. If using a **Weighted** grading scaled, enter the **Weight** (Percentage) for this category.
(For example, if Tests are 40% of your course grade, enter “40” for the Tests category.)
4. **Distribution:**
 - If using the “Points” grading scale, selecting the option **Distribute points across all items** will allow you to designate the **Points per item**.

– This will also allow enable the option to drop the highest or lowest grade item within the category. Simply enter the number of grade items to drop (for example, enter a “1” to drop only one lowest non-bonus grade item.”



The screenshot shows the 'Distribution' section of a form. It has a title 'Distribution' and three rows of settings. The first row has a checked checkbox labeled 'Distribute points across all items' with a help icon. Below it is a text input field containing '10' and the label 'Points per item' with a help icon. The second row has a text input field containing '0' and the label 'Number of highest non-bonus items to drop for each user' with a help icon. The third row has a text input field containing '1' and the label 'Number of lowest non-bonus items to drop for each user' with a help icon.

- If using the “Weighted” grading scale, determine how the weights for each grade item within the category will be distributed: *Manually, By Points, or Weight Evenly*.
 - If the option to **Distribute weight evenly across all items** is chosen, you also have the option to drop the highest or lowest grade item within the category. Simply enter the number of grade items to drop (for example, enter a “1” to drop only one lowest non-bonus grade item.”



The screenshot shows the 'Distribution' section of a form. It has a title 'Distribution' and three radio button options. The first option is 'Manually assign weight to items in the category'. The second option is 'Distribute weights by points across all items in the category'. The third option is 'Distribute weight evenly across all items' and is selected with a filled radio button. Below the radio buttons are two text input fields. The first contains '0' and is labeled 'Number of highest non-bonus items to drop for each user' with a help icon. The second contains '1' and is labeled 'Number of lowest non-bonus items to drop for each user' with a help icon.

5. Click the blue **Save and Close** button to finish creating the category.
(Repeat this process if additional categories are needed.)