Creating a Category
Grade book categories let you organize and group related grade items into sections. For example, you could have separate categories for Assignments, Quizzes, Case Studies, Participation, Discussions, etc. When grade items are grouped together in a category, you can distribute points equally across all grade items and drop the highest or lowest item in the group.

➢ To Create a New Category
1. From the Manage Grades view, click on New Category.

OPTIONS FOR WEIGHTED SYSTEM

- Name: 
- Short Name: 
- Show Description
- Weight: 
- Allow category grade to exceed category weight
- Manually assign weight to items in the category
- Distribute weights by points across all items in the category
- Distribute weight evenly across all items
- Number of highest non-bonus items to drop for each user
- Number of lowest non-bonus items to drop for each user
- Display class average to users
- Display grade distribution to users
Example of Grading Options for Point System – all other information is the same as above

| Grading | |
|---------|--|---|
| Can Exceed: | □ | ☰ |
| Exclude from Final Grade Calculation: | □ | ☰ |
| Distribution: | [ ] Distribute points across all items ☰ |
| | Points per item ☰ |
| | Number of highest non-bonus items to drop for each user ☰ |
| | Number of lowest non-bonus items to drop for each user ☰ |

2. Type a **Name** for the category.
3. Type a **Short Name** to display in the grade book. (optional)
4. Click ‘Show Description’ link if you would like to type in a description of the category.
   a. Check the box in front of **Allow users to view description** if you want to make the category description available to users.
5. If you are using the **weighted system**, enter the total **Weight** or percentage that you want the category to contribute towards the final grade.
   a. **NOTE:** In the weighted system, items that belong to a category count towards the weight or percentage of that category. In the points or formula system, items are totaled independently of the category.
6. Set additional options as required.
7. Click **Save** or click the **Restrictions** tab to set availability for the category.

**NOTE:** For more information about each item, click the ☰ next to the item.