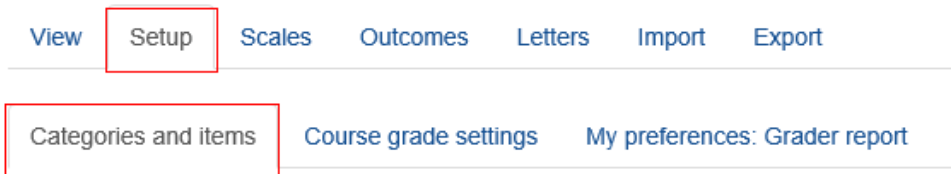


Categories in Gradebook

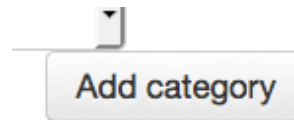
Creating Grade Categories

1. Within the gradebook, click the **Setup** tab. This will take you to the **Categories and items** setup.

Categories and items



2. Choose **Add Category** from the bottom of the page.



3. Under “Grade category” fill in the appropriate fields for your category. Click **Show More** to reveal all fields. Use the ? button to receive further explanations of each field.

An empty grade is a grade that is missing from the gradebook. This setting determines whether empty grades are not included in the aggregation or counted as minimal grades, for example 0 for an assignment graded between 0 and 100.

Grade category

Category name*

Aggregation ?

Exclude empty grades* ?

Include outcomes in aggregation*

Drop the lowest* ?

Show less...

4. Under “Category total” fill in the appropriate fields. **Category total name** is the same as the “Category name” above. **Grade display** type configures how the grades are displayed in the grade book.

If you enable the **Hidden** or **Locked** settings, your grades will not be calculated correctly. It is recommended that you leave these settings ‘unchecked.’

▼ Category total

Category total name*

Item info* ?

ID number* ?

Grade type ? Value ▾

Scale ? Use no scale ▾

Maximum grade ? 100

Minimum grade ? 0

Grade to pass* ? 0

Grade display type* ? Default (Real) ▾

Overall decimal points* ? Default (2) ▾

Hidden ?

Hidden until* 17 ▾ September ▾ 2015 ▾ 09 ▾ 30 ▾ Enable

Locked ?

Lock after* 17 ▾ September ▾ 2015 ▾ 09 ▾ 30 ▾ Enable

[Show less...](#)