

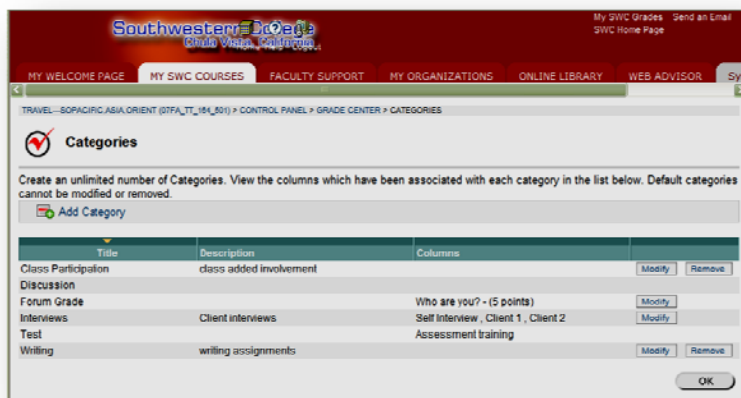
### Adding and Managing Grade Categories:

A Grade Center Category is a classification of a Grade Center column of a Course. For instance, "Homework," "Test," or "Quiz" are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of columns associated to specific Category or Categories.

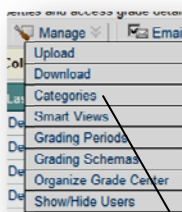
Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation.

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment.



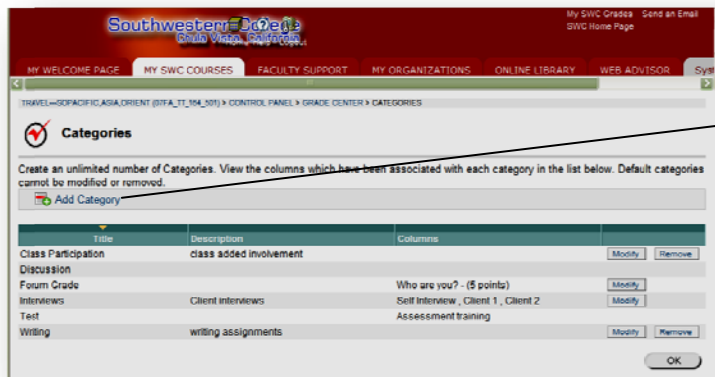
To create a new Category, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Categories** from the Action Link menu.  
([top of document](#))

3. Click **Add Category**.



Click **ADD CATEGORY**

4. Enter a **Name** for the Category.



**1** Enter the **NAME** and **DESCRIPTION** for the

5. **2** Click **Submit**.

## Modifying a Category

Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Modify**.
4. Change the Category **Name** or **Description**.
5. Click **Submit**.