3. Click Add Category.

4. Enter a Name for the Category.

5. 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.