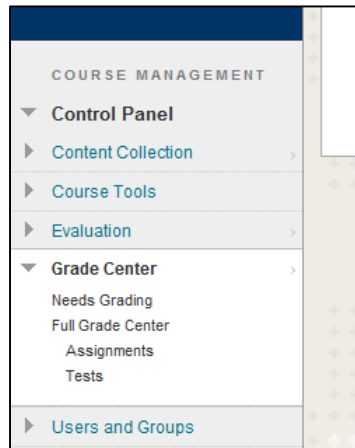




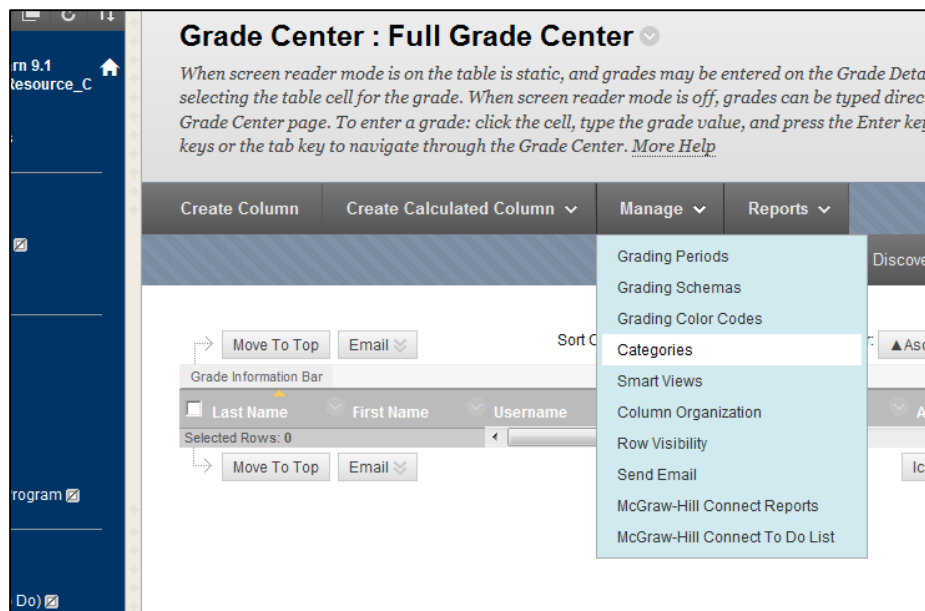
## How to Create Grade Center Categories

Categories help to organize and sort Grade Center data. They can be used most significantly in Calculated Columns and are handy in weighted calculated columns.

1. From the Control Panel, access the Full Grade Center.

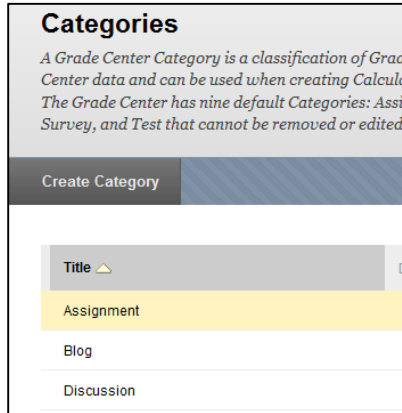


2. Point to the Manage button and then choose the Categories link.



## How to Create Grade Center Categories

- Some categories are already present and cannot be deleted such as Assignment and Discussion.



**Categories**

A Grade Center Category is a classification of Grade Center data and can be used when creating Calculators. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Survey, and Test that cannot be removed or edited.

Create Category

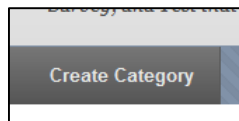
Title ▲

Assignment

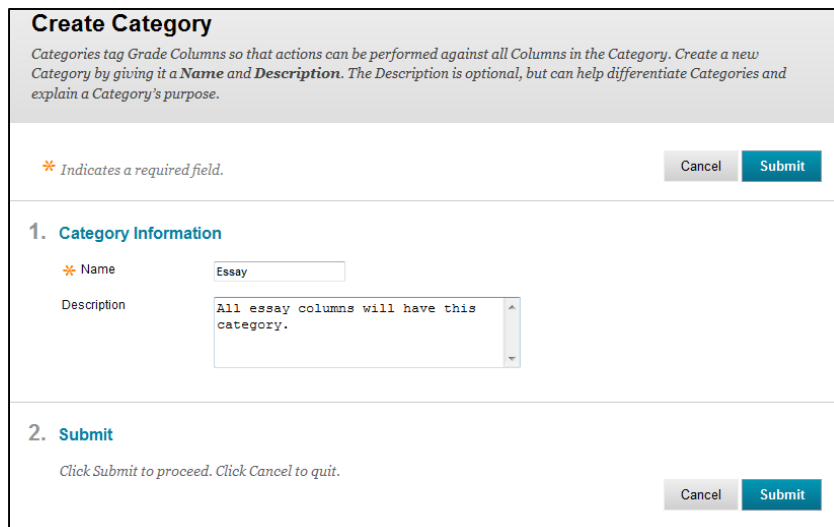
Blog

Discussion

- To create additional categories, click the gray Create Category button at the upper left-hand portion of the page.



- A category name is required. I recommend using a name that is shown on your syllabus that contains multiple grades. A description is useful to help you recall the purpose of the category but is not required.



**Create Category**

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

\* Indicates a required field.

Cancel Submit

**1. Category Information**

\* Name

Description

**2. Submit**

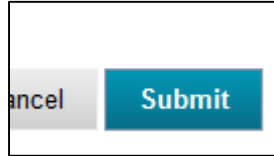
Click Submit to proceed. Click Cancel to quit.

Cancel Submit



## How to Create Grade Center Categories

6. When you have complete you entries, click either the top or bottom submit button.



7. The category will then be available for you to use.

A screenshot of the "Create Category" interface. The title "Create Category" is in a dark header. Below is a table with columns "Title" and "Description". The "Essay" row is highlighted in yellow and has a dropdown arrow next to the title. The description for "Essay" is "All essay columns will have this category." Other rows include "Assignment", "Blog", "Discussion", "Journal", "Self and Peer", "Survey", and "Test". There are "Delete" buttons at the top and bottom of the table. The text "Displaying 1 to" is visible at the bottom right of the table area.

	Title ▲	Description
→ Delete		
<input type="checkbox"/>	Assignment	
	Blog	
	Discussion	
<input checked="" type="checkbox"/>	Essay ▼	All essay columns will have this category.
	Journal	
	Self and Peer	
	Survey	
	Test	
→ Delete		