



HOW TO CREATE AND MANAGE CATEGORIES

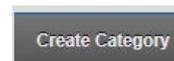
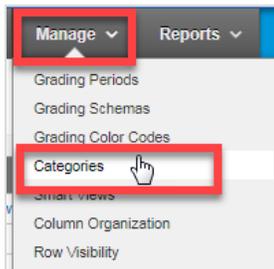
IMPORTANT: You can use Categories to help manage the columns in the Grade Center. Categories can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category.

When you create an assignment in the Assignment tool, you have the option to specify a category for that assignment such as a Test, Quiz, Assignment, Discussion Board, etc. (There are default Categories: Assignment, Blog, Discussion, Safe Assignment, Journal, Self and Peer, Survey, and Test. These cannot be removed or edited.) You can also create your own categories in the Grade Center and specify a category. For example, you can create categories in Quiz, Homework, Final, and Final Project and use these as a basis for a Weighted Total column that takes each of these weights into account.

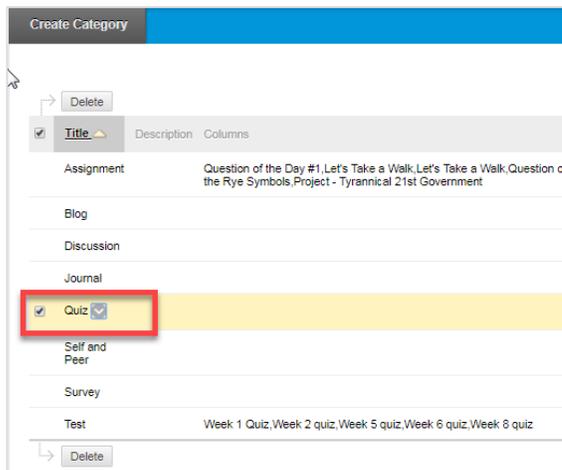
TIP: SETTING UP CATEGORIES AS YOU SETUP THE COURSE WILL MAKE MANAGING YOUR GRADE CENTER MUCH EASIER AT GRADING TIME.

CREATE A NEW CATEGORY

1. At the Full Grade Center menu bar, select **Manage** and then **Categories**.
2. Click **Create Category**.



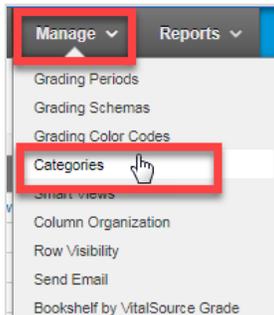
3. Give the category a new name (For example, Quiz, Assignments, Reading, etc.) and Description (optional).
4. Click **Submit** to see the new Category listed.



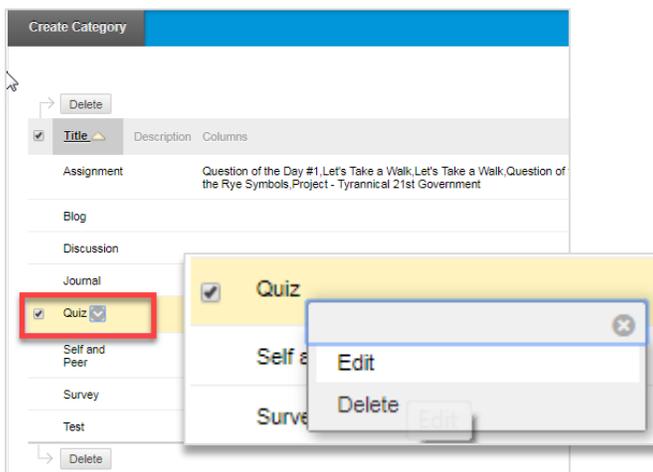


MODIFY/EDIT A CATEGORY

1. At the Full Grade Center menu bar, select **Manage** and then **Categories**.



2. Select the **Category** you want to modify, by clicking on the drop down menu.



PLEASE NOTE: YOU CAN ONLY EDIT/DELETE USER-CREATE CATEGORIES THAT YOU HAVE CREATED.
YOU CANNOT MODIFY ANY OF THE DEFAULT CATEGORIES.

IMPORTANT: You can only delete a category if there are no Grade Center columns tied to that category. If a Grade Center column is tied to a category, you will need to modify the Grade Center column first (assigning that column to a different category, for example), before you can delete the category.