

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

 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.

| | Сгеа | te Category | | |
|----|------|------------------|-------------|---|
| a | | Delete | | |
| | | <u>Title</u> | Description | Columns |
| | | Assignment | | Question of the Day #1,Let's Take a Walk,Let's Take a Walk,Question of the Rye Symbols,Project - Tyrannical 21st Government |
| | | Blog | | |
| | | Discussion | | |
| ١. | | Journal | | |
| | • | Quiz 💟 | | |
| Ľ | | Self and Peer | _ | |
| | | Survey | | |
| | | Test | | Week 1 Quiz,Week 2 quiz,Week 5 quiz,Week 6 quiz,Week 8 quiz |
| | L.> | Delete | | |





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.

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| a la | \rightarrow | Delete | | | | | | | |
| | | <u>Title</u> | Description | Colum | ns | | | | |
| | | Assignment | | Questi the Ry | on of the Day #1 e Symbols,Proje | ,Let's Take a Wa ct - Tyrannical 21 | ilk,Let's Take a Walk, 1st Government | Question of | |
| | | Blog | | | | | | | |
| | | Discussion | | | | | | | |
| | | Journal | _ | | Quiz | | | | |
| I | ۲ | Quiz 💟 | | - | [| | | | (|
| 1 | | Self and Peer | _ | | Self a | Edit | | | |
| | | Survey | | | | Delete | | | |
| | | Test | | | Surve | 2 51010 | Edit | | _ |
| | \downarrow | Delete | | - | | | | | - |

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.

