



# Managing Grades

## Why Do I Need This Workflow?

Once your course gradebook is set up, you can create grade categories and items. These are often created during course planning and building, but they can be added at any time. In this workflow, you will create a grade category and a grade item.

## Workflow Steps:

### Step one:

Click **Progress** from the navbar, then select **Gradebook** and choose the **Manage Grades** tab.



## Creating a Grade Category

### Step two:

Click **New**, then select **Category**.



### Step three:

Enter a category **Name**.

General  
Name \*

### Step four:

Under Grading, you can allow the category to exceed the maximum weight/points or exclude it from the final grade calculation. You can also choose how to distribute weight/points.

**Grading**  
Weight

 ?

Allow category grade to exceed category weight ?

### Step five:

Under **Display Options**, you can control what students will see. **\*Note:** These settings override the default options selected in the Setup Wizard.

**Display Options**  
▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

### Step six:

Select **Save and Close**.

## Creating a Grade Item

### Step seven:

On the **Manage Grades** tab, select **New** and choose **Item**.

Enter Grades **Manage Grades** Schemes

**New** ▼ More Actions ▼

Item ←

Category

grade' sums to 120

to 0%, not 100%.



### Step eight:

From the list of grade items, choose **Numeric** (or whichever you prefer).

#### Choose a Grade Item Type

Numeric

Grade users by assigning a value out of a specified total number of points.

E.g. 8/10

### Step nine:

Give your grade item a **Name**.

#### General

Type

Numeric

Name \*

### Step ten:

From the **Category** dropdown menu, choose the category you just created, then select **Save and Close**.

Category

None

[\[New Category\]](#)

### Check for Success:

If you can see both your grade category and your grade item on the Manage Grades page, you have completed this workflow successfully.

