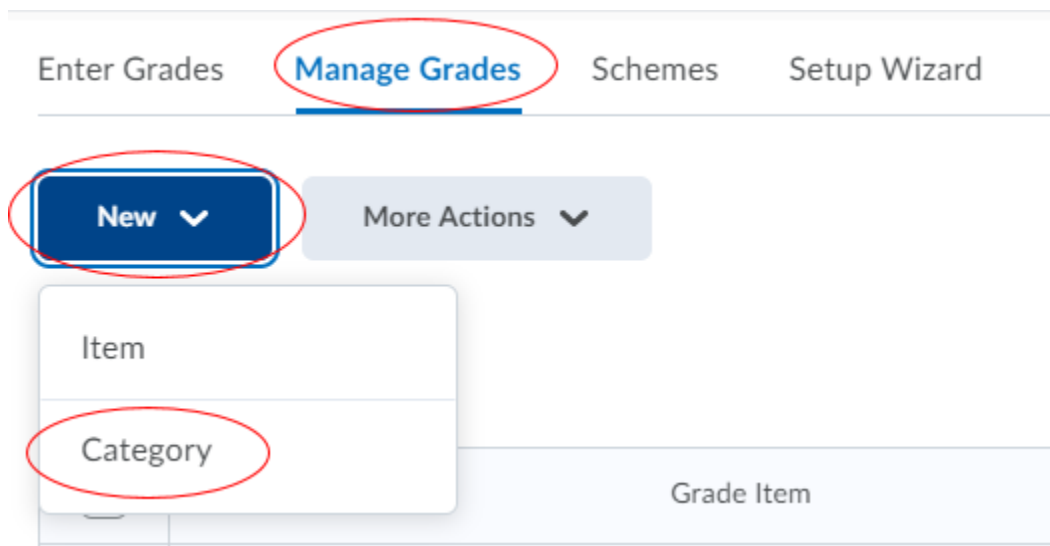




## Categories

Gradebook categories are used to group your activities, particularly when using a weighted Gradebook.

1. Navigate to the Grade Tool, click Progress in the navbar and select Gradebook.
2. Click on the Manage Grades Tab. Click New and select New Category.



3. Enter your Settings under the Properties tab.

- Give it a name. For example: Assignments.
- Assign a weight to the category. For example: you want Assignments to count as 20% of their final grade. Put 20 in the box.
- Decide how you want to distribute the weight across the items, you can manually assign or distribute the weight evenly across all items.

# New Category

**Properties** Restrictions

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## General

Name \*

Short Name

 ?

▶ [Show Description](#)

## Grading

Weight

 ?

Allow category grade to exceed category weight ?

**Distribution**

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

- Display options are available. It will automatically pick up what you set up in the Wizard. It is recommended to not adjust the options in the category unless necessary.

## Display Options

▼ Hide Display Options

Student View

- Display class average to users ?
- Display grade distribution to users ?
- Override display options for this item ?

Show

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme color

Save and Close Save and New Save Cancel

4. Click Save and Close.

The video [here](#) will show you this process in action:

**Note:** Grade category settings include a restrictions tab. We recommend avoiding this setting. If you set date restrictions, it doesn't apply to the activities, it applies to the category. This means that if you set a start and end date, the category can only be seen in the gradebook for that date range.

