

## Grade Center – Categories

A Category is a classification of a Grade Center column. For example, “Test,” “Assignment,” “Discussion,” “Survey,” “Group Project,” and “Homework,” are possible Categories that could have Grade Center columns associated with them.

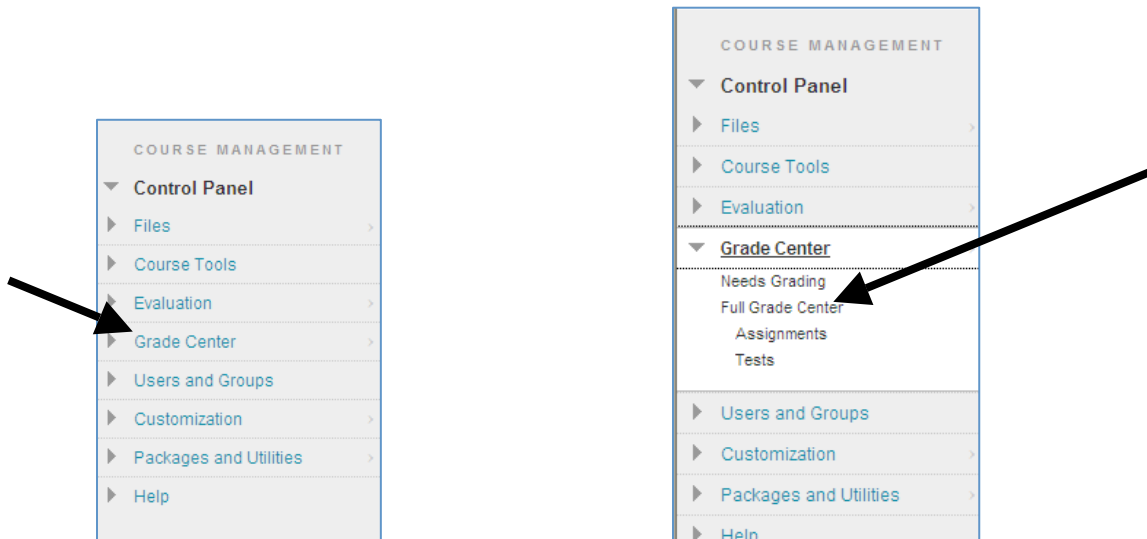
Categories can integrate with Grade Center calculated columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, you could weight your grades by category assigning 20% of the final grade to the category "Assignment". Or you may want to create an Average grade column to calculate statistics for all columns that are in the "Assignment" category. Gradable items that are categorized as "Assignment" will automatically be included in the average calculation.

Categories are useful when you want to drop grades. Use categories to drop the lowest (or highest) grade (or a number of grades) and then include the result in Grade Center calculations. Alternatively, you can use the highest (or lowest) grade in a category to include in Grade Center calculations.

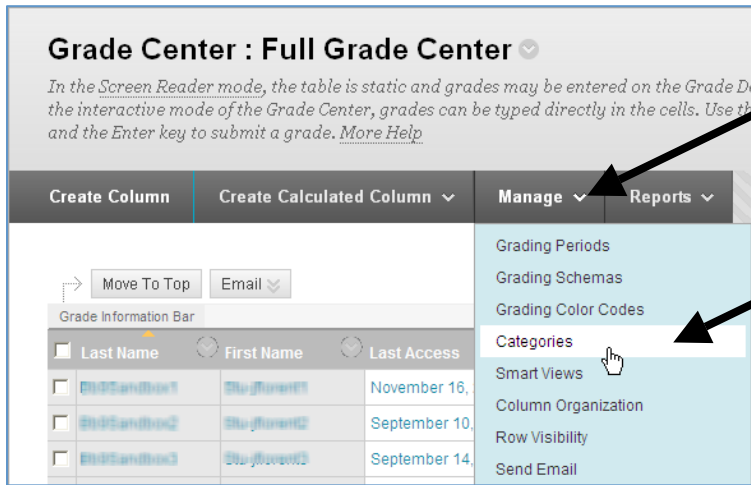
Categories are helpful in organizing and utilizing the Grade Center. If you assigned columns to Categories you would be able to sort the Grade Center by a specific Category to compare how the students scored in the Category. You can use Categories with Smart Views in order to have only columns associated to specific Category or Categories shown in the Smart View.

### Creating Categories

1. To add a Category, go to the Control Panel and click on **Grade Center** to expand it, and then click on **Full Grade Center**.

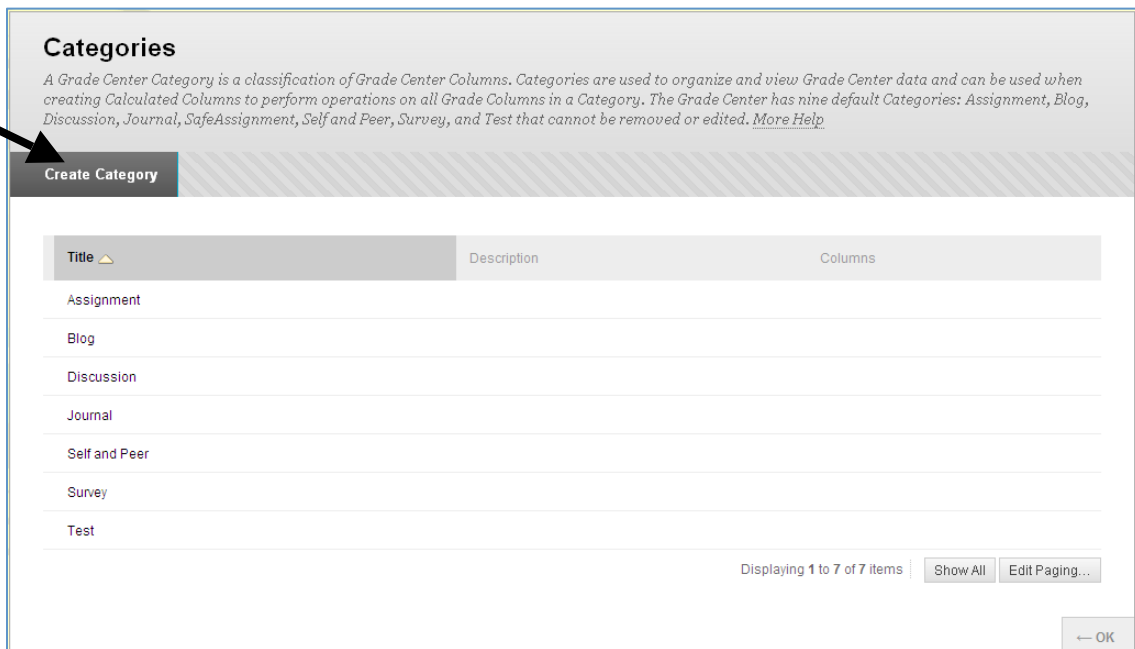


- Roll your mouse over **Manage** on the menu bar and select **Categories** from the drop down menu.



- Click the **Create Category** button.

Note: Some categories are created by default. You will see those default categories in the list.



4. Enter a **Name** for the Category. Optionally, you can enter a description for the Category.

### 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

5. Click on **Submit** when you are done. You will be returned to the Categories page. The Category you just created will be added to the list of Categories for your course.

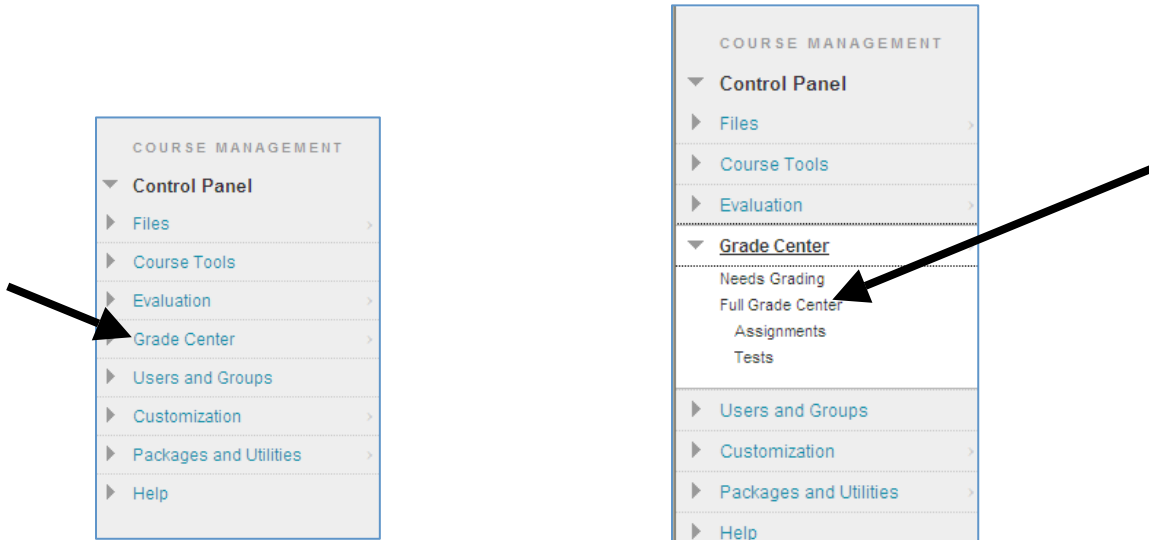
#### 2. Submit

*Click Submit to proceed. Click Cancel to quit.*

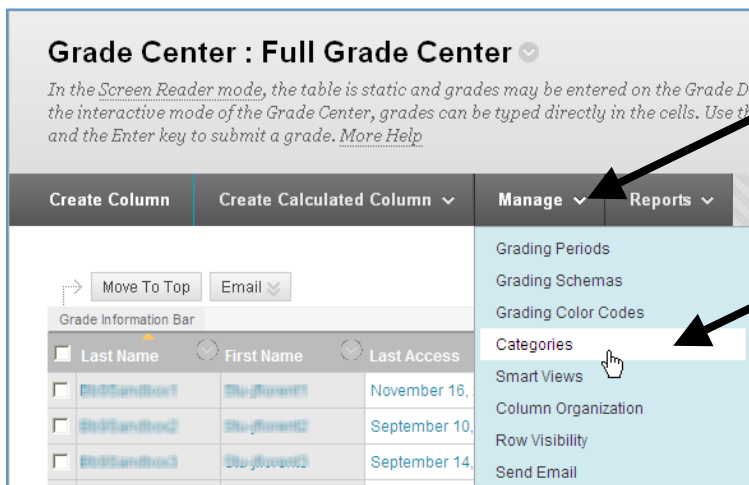
Cancel Submit

## Editing/Deleting Categories

1. To edit/delete a Category, go to Control Panel and click on **Grade Center** to expand it, and then click on **Full Grade Center**.



2. Roll your mouse over **Manage** on the menu bar and select **Categories** from the drop down menu.



- Roll your mouse over the category you would like to edit or delete then click on the arrow to the right of the category name. Select the appropriate action from the shortcut menu.

**Categories**

*A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)*

Create Category

<input checked="" type="checkbox"/>	Title ▲	Description	Columns
	Assignment		
	Blog		
	Discussion		
	Journal		
<input checked="" type="checkbox"/>	Quiz		
	Survey		
	Test		Test 1

Displaying 1 to 8 of 8 items | Show All | Edit Paging... | ← OK

**NOTE:** You can delete any Category you created as long as the category is not in use. Default categories cannot be deleted. Categories currently in use will not have the Delete option. Deleting a Category cannot be undone.

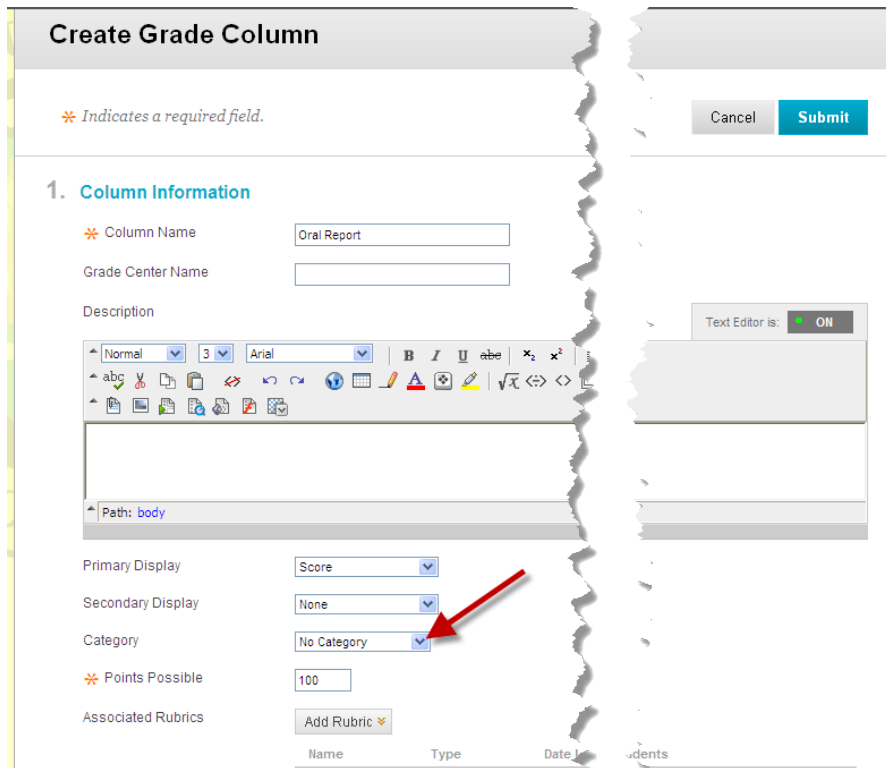
## Assign Grade Columns to Categories

Each course is created with a few default categories. The instructions above explained how you can create additional categories. When working with categories you can:

- Assign new columns to a category when you are creating the column
- Change existing grade center columns to the new category

### To assign new columns to a category:

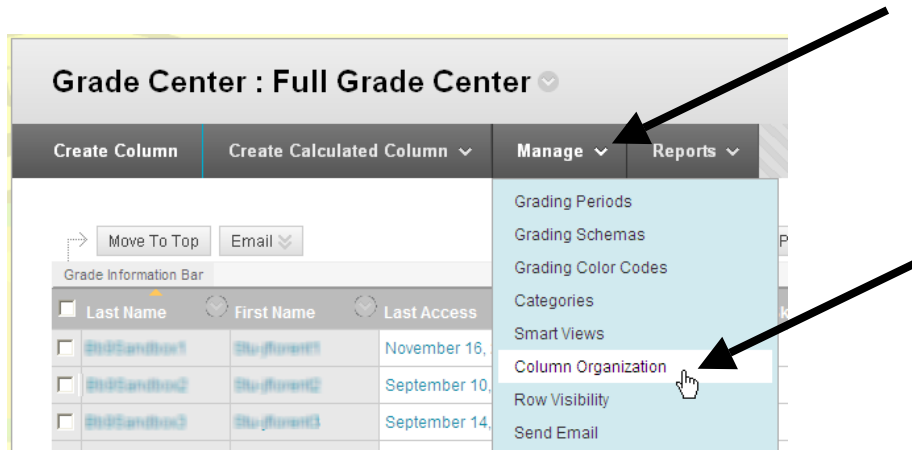
1. When creating a grade column select the category from the pull down list.



The screenshot shows the 'Create Grade Column' form. The form is divided into two main sections by a vertical tear effect. The left section contains the '1. Column Information' section, which includes fields for 'Column Name' (Oral Report), 'Grade Center Name', 'Description' (with a rich text editor), 'Primary Display' (Score), 'Secondary Display' (None), 'Category' (No Category), 'Points Possible' (100), and 'Associated Rubrics' (Add Rubric). A red arrow points to the 'Category' dropdown menu. The right section contains a 'Text Editor' toggle set to 'ON' and 'Cancel' and 'Submit' buttons.

**Assign a new category to existing Grade Center column(s):**

1. Roll your mouse over **Manage** on the menu bar and select **Column Organization** from the drop down menu.



2. On the Column Organization page, select the check box for the column(s) you want to change the category, then on the Action Bar, roll your mouse to **Change Category to...** and select the category from the drop-down list. Click **Submit** when done.

