




Edit an Assignment Category

Last Modified on 06/21/2023 12:45 pm CDT

Assignments can be placed in categories. Otherwise, they are listed on the Assignment Folders page under No Category. (These categories are unrelated to gradebook categories.) The following instructions assume that at least one category has been created.

Edit the Name of an Assignment Category

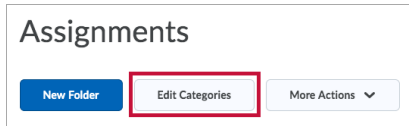
1. On the Assignments page, click **[Edit **] beside the name of the category you want to edit.

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published
	Coffee				 
<input type="checkbox"/>	How to Brew Coffee ▼	3	2/23	0/23	0/23

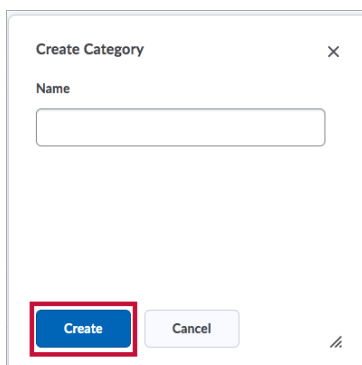
2. Edit the **Name** of the category.
3. Click **[Save]**.

Add New Categories

1. On the Assignments page, click the **Edit Categories** button.



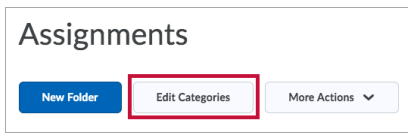
2. Click on the **[Add Category]** button.
3. Enter a Name for the category and click the **[Create]** button.



The screenshot shows a 'Create Category' dialog box with a close button (X) in the top right corner. Below the title, there is a 'Name' label and an empty text input field. At the bottom left, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red rectangular box.

Delete Categories

1. On the Assignments page, click the **Edit Categories** button.



2. Click the **[checkbox]** next to the categories that you want to delete, then click the **[trash can]** icon at the top of the list.

