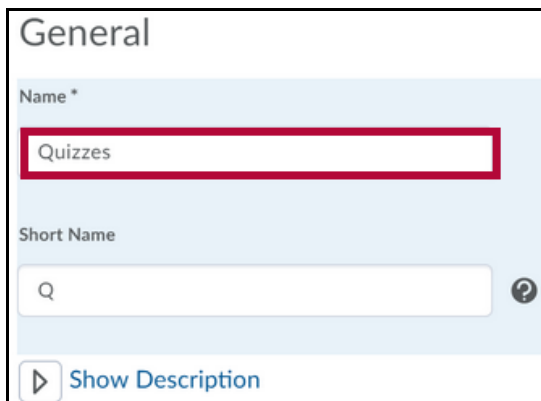


Create a Gradebook Category

Last Modified on 02/11/2022 9:28 am CST

Create categories in the gradebook to organize different types of items such as quizzes, discussions, or assignments. The gradebook must match your syllabus as closely as possible. Before creating Categories determine which type of grade book you need. See [The Difference between a Weighted and Points Gradebooks](https://vtac.lonestar.edu/help/c001) (<https://vtac.lonestar.edu/help/c001>) and [Add a Column in the Gradebook](https://vtac.lonestar.edu/help/a168) (<https://vtac.lonestar.edu/help/a168>) for a more complete understanding.

1. From the navbar, click **Grades**, and then click **Manage Grades** from across the top.
2. Click the blue **New** button, and then select **Category**.
3. In the **Name** field, enter a name for your category.
4. (Optional) In the **Short Name** field, enter a short name that displays in the gradebook (students will never see the short name).
5. (Optional) Click the **Show Description** link to add a description for the category.



General

Name *

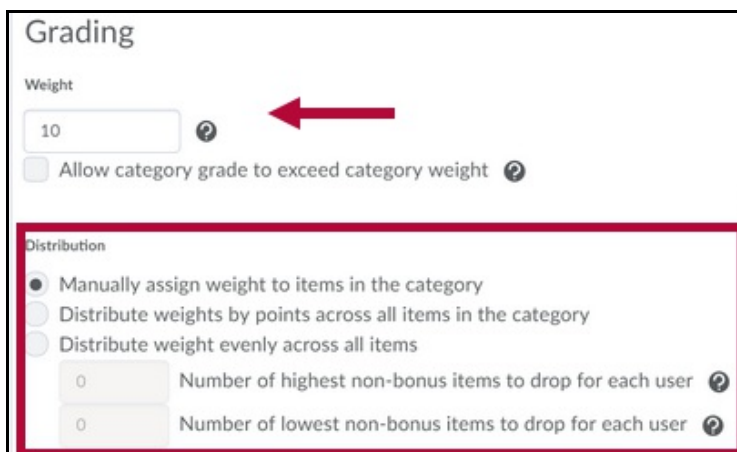
Quizzes

Short Name

Q

Show Description

6. For a **Weighted Gradebook**:
 - In the **Weight** field, enter the weight (%) the category will contribute to the final grade. Grade items in the category contribute toward this weight.
 - Select the **Allow category grade to exceed category weight** option to allow students' grades for the category to exceed 100%.
 - Select the grading distribution for the category.



Grading

Weight

10

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

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

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

7. For a **Points Gradebook**:
 - Select the **Can Exceed** check box to allow students' grades for the category to exceed the maximum number of points available in the category.
 - Select the **Exclude from Final Grade Calculation** check box in order to exclude the category from being calculated in the final grade.

- Select the **Distribute points across all items checkbox** if you want all the items in a category to have the same number of points.

Grading

Can Exceed

Exclude from Final Grade Calculation

Distribution

Distribute points across all items

10 Points per item

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

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

8. For either type of gradebook, select the display options for the category.

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

9. Select the **Restrictions** tab, and then select if the category will be visible for only a certain time frame.

Properties Restrictions

General

Visibility

Category is always visible

Hide this category

Category is visible for a specific date range

Has Start Date

11/12/2018 12:53 PM Now

United States - Chicago

Has End Date

11/19/2018 12:53 PM Now

United States - Chicago

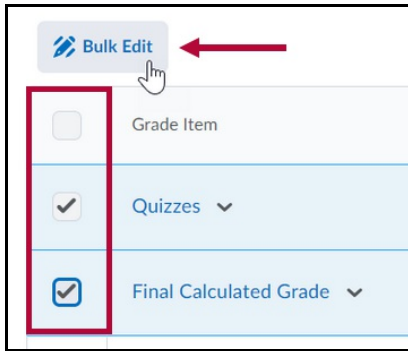
Display in Calendar

NOTE: If you select the Hide this category option, none of your students will be able to see that grade item, even if it has been released.

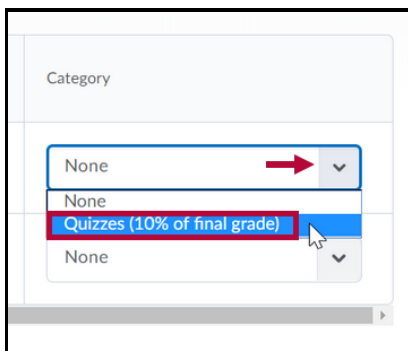
10. Click the blue **Save and Close** button.

Moving Grade Items to the New Category

1. From the Manage Grades view, select the checkboxes next to the grade item names, and then click the **Bulk Edit** icon.



2. Scroll to the Category heading.
3. Use the drop-down list to select the category for the grade item.



4. Click the blue **Save** button. The grade items now display in the assigned category.