

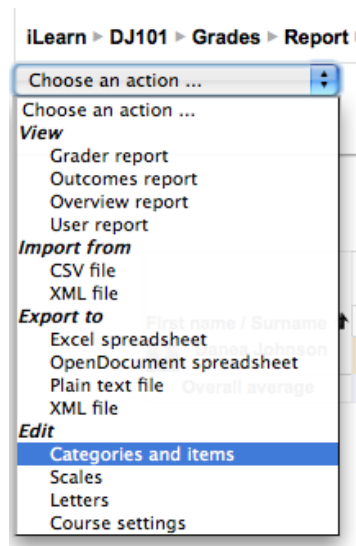
How to Create a Category in Gradebook

Categories are a great way to maintain organization within your Gradebook. For example, reoccurring activities, such as a weekly journal entry, can all be grouped under one category titled “Weekly Journals.” This way, no matter where or when you add an item related to the weekly journals on your course page, you can set them to be placed under one category within the Gradebook. Categories are also used to group items whose sum value is equal to a percentage of the total course grade.

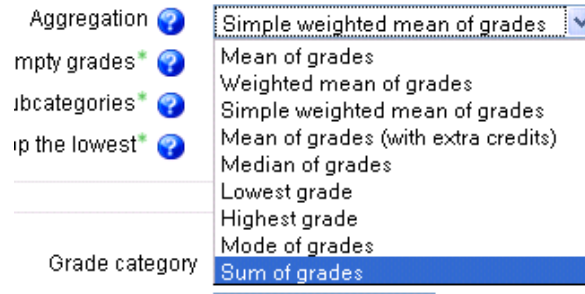
*Note: Before beginning this tutorial, please review the “Gradebook Overview” guide as well as the guides on “*How to Set a Percentage-Based Gradebook*” and “*How to Set a Points-based Gradebook*.” These are Gavilan’s recommended methods of Gradebook weighting and are crucial to understand before beginning your grading process.

To create a category:

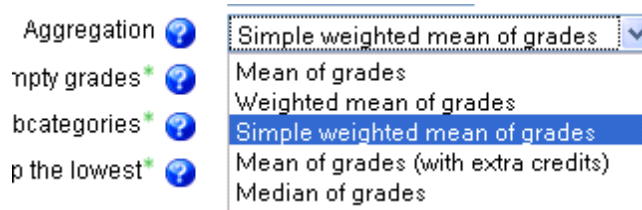
1. Click the “Grades” link under the **Administration** block.
2. From the "Choose an action..." drop down menu at the top left, select “Categories and Items.”



3. Click the **Add Category** button
4. Enter a name for your category in the "Category name" text field.
5. The "Aggregation" drop down menu corresponds to how you wish for your Gradebook to be weighted.
 - a. If your Gradebook is set by points, change the “Aggregation” drop-down menu to *Sum of grades*. See guide on “*How to Set a Points-based Gradebook*.”



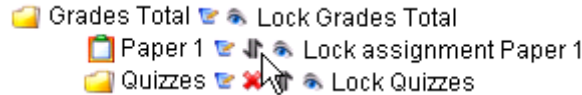
- b. If your Gradebook is weighted by percentage, change the “Aggregation” drop-down menu to *Simple Weighted mean of grades.* See guide on “*How to Set a Percentage-Based Gradebook*”



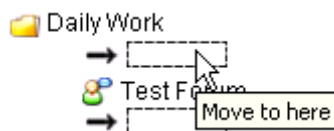
- 6. Click on the "Save changes" button to create your new category.

To move items into your new category:

- 1. Next to the item you wish to move, click on the Move icon (crosshairs or arrows).



- 2. Click on the dotted box beneath the category you wish to move your item to.



- 3. Your item will now appear under the category you have moved it to. Any rules you have set for that category will now apply to your relocated item. For example: If your category is worth 25% of the total course grade, the sum of *all* items under that category will equal to 25% of the total course grade.

***Note:** You can move items at anytime, but please be aware that moving items and modifying their weights frequently may cause the iLearn Gradebook to experience irregular calculation bugs. This may force you to reset your Gradebook completely to ensure that the data has been erased.