

GRADES – CREATE A GRADE BOOK CATEGORY

Group related items in your grade book by creating categories. This tutorial shows you how to create a category in your grade book.

Step 1.

On your **Grades** tool, go to **Manage Grades**.

Step 2.

Click **New** and select **Category**.

Step 3.

Enter a **name** for the category.

Step 4.

In the **Grading** section you can set the distribution for the grade items that will be included in the category. **Distribution** works differently depending on the type of grading system you use in your grade book.

If you are using a **points grading system**, click Distribute points across all items. You can then set the Points per item and decide if you like to drop the highest or lowest non-bonus grade items for each user. If you are using a **weighted grading system**, assign a weight to the category. Then select the distribution method you want to use for the category.

Step 5.

When you are ready, click **Save and Close**.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>