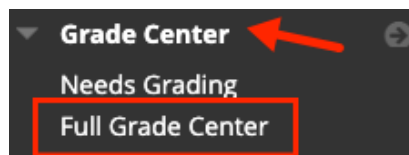# CREATE GRADE CATEGORIES

Grade categories are used in a weighted (percentage based) grade center to group assignments of the same type that will be calculated in the final grade (i.e., Quizzes, Homework, etc.,) They can also be used in a total points category is the lowest grade in a category is being dropped.
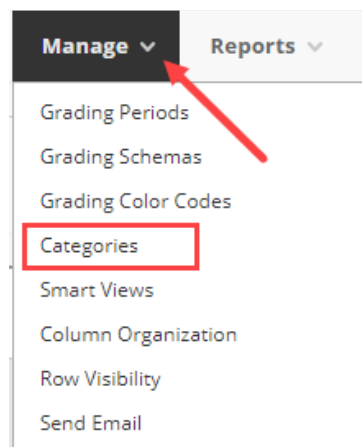
Instructions

> **Note:**
>
> Create columns before-hand or create assignments with points added so that grade columns will be automatically created for you. When you use certain tools in ulearn, grade columns automatically are assigned system categories (i.e., Assignments go into the assignment category, tests go into the Tests category, journals go into the Journals category, etc.,)

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.

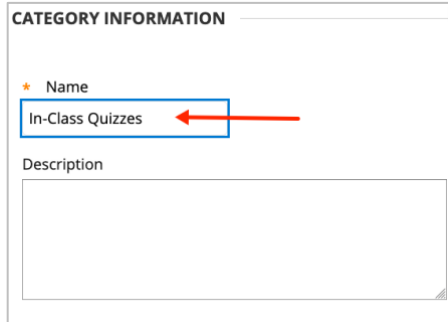2. In the Grade Center, click **Manage** and then **Categories**.

3. On the Categories page, click **Create Category**.

Create Category

4. On the Create Category page enter a **Name** for the category (ie., Homework, Quizzes). The Description is optional, but can be used to add more detailed information about the category. Students will see descriptions on their My Grades page.
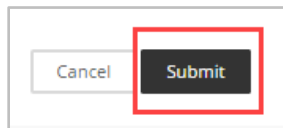
CATEGORY INFORMATION

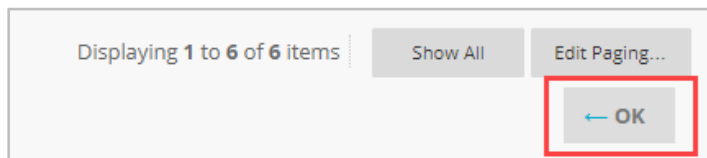★ Name

In-Class Quizzes ←

Description

Note:

Try to assign the category names with the ones stated in the syllabus.

5. Click **Submit** to add the new category.

Cancel   Submit

6. Repeat steps 3-5 until all categories have been created. Then, click **OK** at the bottom of the screen to save your work.

Displaying **1** to **6** of **6** items   Show All   Edit Paging...

← OK

7. Once you have created categories, you need to assign columns to categories.