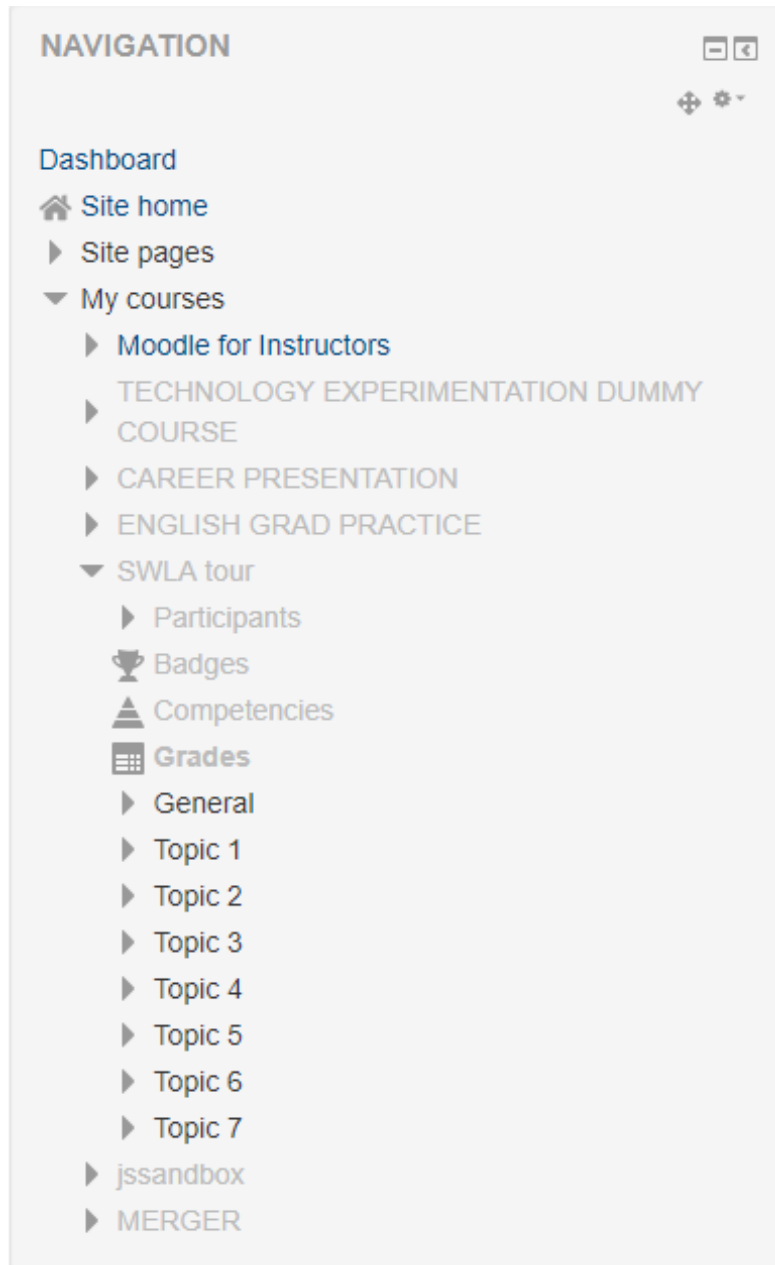


# Adding a quiz category

Last Modified on 02/09/2019 5:36 pm EST

1. Go to the homepage of your course and locate the gradebook.



2. Select "Grades" and then go to "Setup" and "Gradebook Setup"

NOTE: You may also access this area by selecting "Gradebook Setup" from the "Administration" tab.

## Gradebook setup

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[Gradebook setup](#) [Course grade settings](#) [Preferences: Grader report](#)

Name	Max grade	Actions
 <b>SWLA tour</b>	-	<a href="#">Edit</a> ▼
 <b>Lessononeswla</b>	10.00	<a href="#">Edit</a> ▼
 <b>Introduction</b>	100.00	<a href="#">Edit</a> ▼
 <b>Q2</b>	10.00	<a href="#">Edit</a> ▼
 <b>Course total</b> Simple weighted mean of grades.	100.00	<a href="#">Edit</a> ▼

[Save changes](#)

[Add category](#)


[Add grade item](#)

[Add outcome item](#)

## ADMINISTRATION



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3. Select “Add Category”

4. The following should now appear:

Grade category

Category name \*

Aggregation ⓘ Simple weighted mean of grades ▼

[Show more...](#)

Category total

Maximum grade ⓘ

Minimum grade ⓘ

Grade to pass ⓘ

Overall decimal points ⓘ Default (2) ▼

Hidden ⓘ ☐

Hidden until      ☐ Enable

Locked ⓘ ☐

Lock after      ☐ Enable

Weight adjusted ⓘ ☐

Weight ⓘ

[Show more...](#)

Save changes

Cancel

5. After naming the category, select “Save Changes”

6. The “Quiz” Category should now appear in your gradebook

SWLA tour		Edit ▼	All / None
lessononeswla	10.00	Edit ▼	<input type="checkbox"/>
Introduction	100.00	Edit ▼	<input type="checkbox"/>
Q2	10.00	Edit ▼	<input type="checkbox"/>
<b>QUIZ</b>	-	Edit ▼	All / None
<b>QUIZ total</b> Simple weighted mean of grades.	<b>100.00</b>	Edit ▼	
<b>Course total</b> Simple weighted mean of grades.	<b>100.00</b>	Edit ▼	

7. Return to the home page of your course and ensure that the editing option is on.  
Select the “Edit Settings” option from the “Edit” dropdown menu on the quiz that you want to put into the new category.

8. Select “Grade”

9. The new category should not appear in the “Grade category” dropdown menu

▼ Grade

Grade category ?	QUIZ
Grade to pass ?	QUIZ
Attempts allowed	1
Grading method ?	Highest grade

10. Select the new category and “Save and return to course”.

11. Return to the gradebook.

12. The quiz should now be in the new category

SWLA tour	-	Edit ▼	All / None
lessononeswla	10.00	Edit ▼	
Introduction	100.00	Edit ▼	
QUIZ	-	Edit ▼	All / None
Q2	10.00	Edit ▼	
QUIZ total Simple weighted mean of grades.	100.00	Edit ▼	
Course total Simple weighted mean of grades.	100.00	Edit ▼	

13. You will now repeat the same procedure for your other quizzes.

**CLICK BUTTON TO VIEW  
SCREENCAST ON CATEGORIES**

