

Add a Grade Category to Gradebook

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Grade categories are useful for grouping assignments together, calculating subtotals, and making special calculations such as dropping the lowest grades.

1. Select **Gradebook Setup**.
 2. Scroll to the bottom of table and select the Add Category button. The New category page will open.
 3. Grade category > Enter a Category name and select category options.
 - The aggregation determines how grades in a category are combined, such as
 - Mean of grades - The sum of all grades divided by the total number of grades
 - Median of grades - The middle grade when grades are arranged in order of size
 - Lowest grade
 - Highest grade
 - Mode of grades - The grade that occurs the most frequently
 - Natural - The sum of all grade values scaled by weight
 4. Category Total.
 - Maximum grade and Minimum grade. This setting determines the maximum and minimum grade when using the value grade type.
 - Grade to pass. This setting determines the minimum grade required to pass.
 - Overall decimal points. This setting determines the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.
 - Hidden. If ticked, grades are hidden from students. A hidden until date may be set if desired, to release grades after grading is completed.
 - Locked. If ticked, grades can no longer be automatically updated by the related activity.
 - Weight Adjusted. Uncheck this to reset a grade item weight to its automatically calculated value. Checking this will prevent the weight being automatically adjusted.
 - Weight. A value used to determine the relative value of multiple grade items in a category or course.
 5. Save changes. The Categories and items page will open, displaying the new category.
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