

# 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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