

# Modify the Settings of an Existing Category

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1. Open [Gradebook Setup](#)
  2. Locate the row with the Category to modify. In the Actions Column, select edit and from the drop-down menu, select Edit Settings.
  3. Edit Setting page opens.
    - Category Total.
      - Type Category Total Name
      - Item Info. This setting provides space for entering information about the item. The information is not displayed anywhere else.
      - ID number. Setting an ID number provides a way of identifying the activity or resource for purposes such as grade calculation or custom reporting. Otherwise the field may be left blank. For gradable activities, the ID number can also be set in the gradebook, though it can only be edited on the activity settings page.
      - Grade type. There are 4 grade types:
        - None - No grading possible
        - Value - A numerical value with a maximum and minimum
        - Scale - An item in a list
        - Text - Feedback only
        - NOTE. Only value and scale grade types may be aggregated. The grade type for an activity-based grade item is set on the activity settings page.
      - Scale. This setting determines the scale used when using the scale grade type. The scale for an activity-based grade item is set on the activity settings page.
      - 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.
    - Parent Category
      - Extra Credit
      - Parent Category. Shows the assigned Category.
      - Current parent aggregation. Shows the assigned parent aggregation.
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