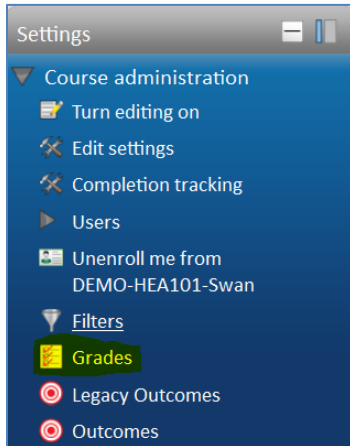


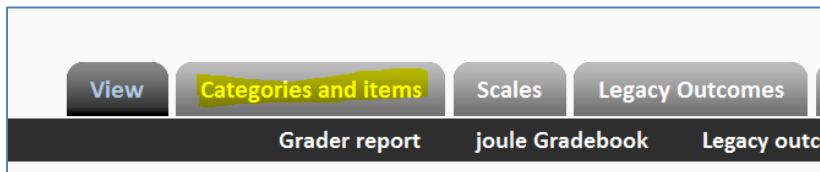


Creating Gradebook Categories

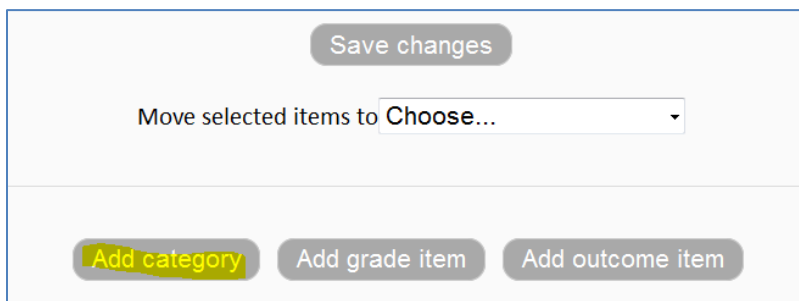
1. Locate the Settings block and click "Grades."



2. Click on the Categories and items Tab



3. Scroll down and locate the Add a Category button



4. Enter a Category name and select Aggregation settings.

Grade category

Category name*

Aggregation*

Aggregate only non-empty grades*

Include outcomes in aggregation*

Aggregate including subcategories*

Keep the highest*

Drop the lowest*

5. Click Save Changes

6. A folder will appear indented.

| | | | |
|-----------------------------|--------------------------------|--------|--|
| Healthy Eating (assessment) | - | 20.00 | |
| Unit 1 | Simple weighted mean of grades | - | |
| Lesson: What is Health? | - | 100.00 | |
| Sense of Self Quiz | - | 100.00 | |

Use the Move Key to place graded items in category.