



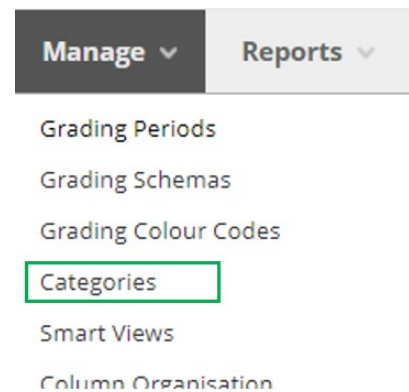
# Create a Category in the Grade Centre

## Create a Category in the Grade Centre

Categories are used to identify groups of columns that will have an action, such as dropping the lowest score in the range of columns applied to them in a *Totals Calculated Column*.

### Create the Category

1. Click on **Manage** from the menu at the top left of the Grade Centre.



2. Select **Categories**.

3. Click - **Create Category**.

Create Category

4. Give a meaningful **Name** and **Description**.

**NOTE:** if this is the *Totals column* that will be passed to Banner/SMS, remember to use your naming convention.

#### CATEGORY INFORMATION

\* Name

Quiz (20) S 22

Description

Total for 3 highest results from Quiz 1, Quiz 2, Quiz 3 and Quiz 4

It makes it easier, use a similar name to the title of the assessment, as it appears in the Learning Guide, which is also the name shown in Banner/SMS. The Title also needs to be **UNIQUE** in the Grade centre. To distinguish between Assessment 1 from last semester to Assessment 1 this semester, it is recommended that you add the assessment weighting, semester, and year.

## Create a Category in the Grade Centre

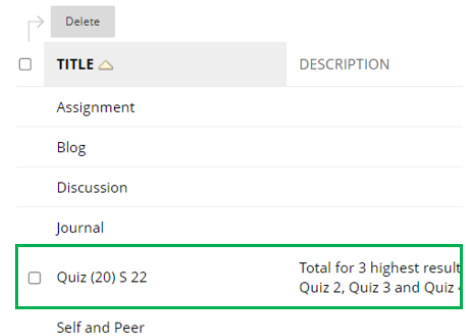
Adding the weighting for the assessment, letter of the semester and year will allow you to keep the column Title unique each semester for mapping to Banner.

Example:

Type of assessment	Mark out of	Session	Year
Essay	(25)	A	22
Essay	(25)	S	22
Essay	(25)	A	23

5. Click **Submit** to have your new Category appear in the list of available categories.

6. Click **OK** to accept changes.

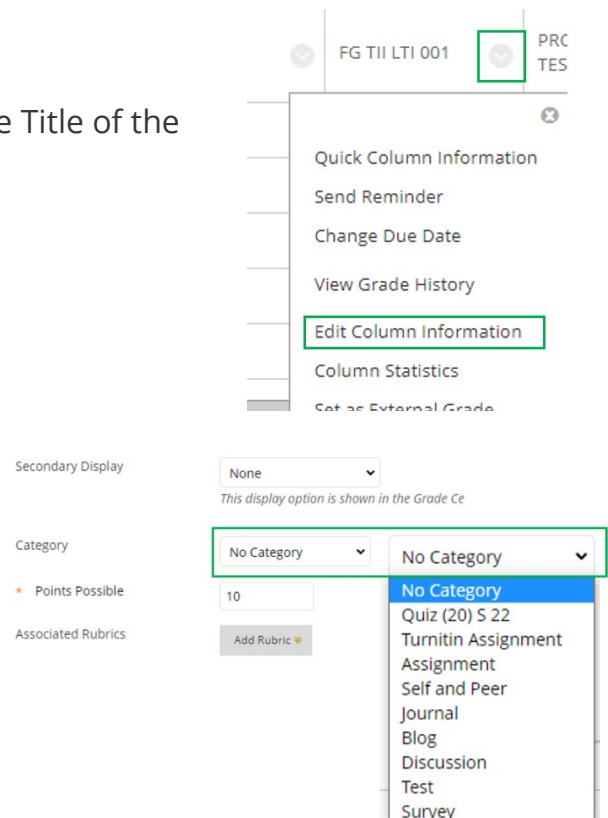


## Add a Column to a Category

1. Click on the **dropdown arrow** beside the Title of the column you want to add to a category

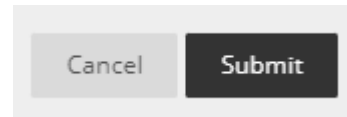
2. Select **Edit Column Information**.

3. Under Category - Select the required **Category from the dropdown list**.




## Create a Category in the Grade Centre

4. Click **Submit** to accept the changes.



**NOTE:** You can check what columns have been added to any Category by reviewing the information under **Manage/Categories**.

TITLE 	DESCRIPTION	COLUMNS
Assignment		
Blog		
Discussion		
Journal		
Quiz (20) S 22	Total for 3 highest results from Quiz 1, Quiz 2, Quiz 3 and Quiz 4	Test LTI
Self and Peer		