



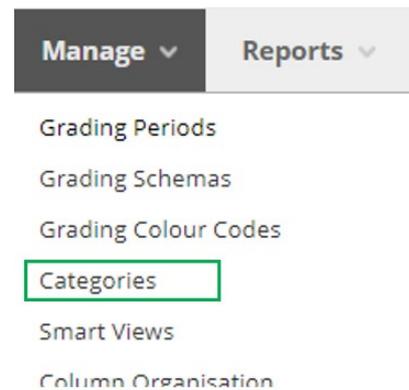
Create a Category in the Grade Centre

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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.

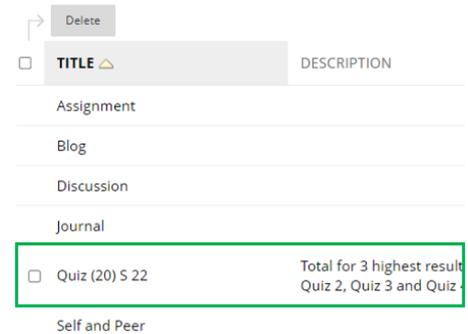
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Adding the weighting for the assessment, letter of the semester and year will allow you to keep the column Title unique each semester for mapping to Banner.

Example:

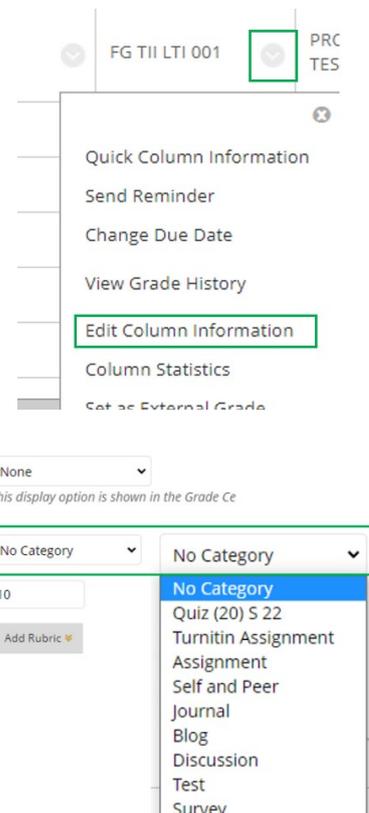
Type of assessment	Mark out of	Session	Year
Essay	(25)	A	22
Essay	(25)	S	22
Essay	(25)	A	23

- Click **Submit** to have your new Category appear in the list of available categories.
- Click **OK** to accept changes.



Add a Column to a Category

- Click on the **dropdown arrow** beside the Title of the column you want to add to a category
- Select **Edit Column Information**.
- 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		