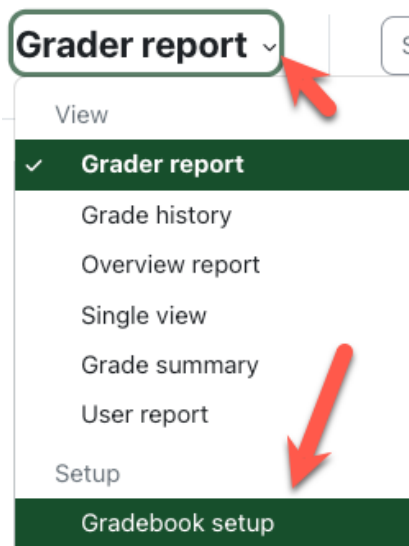# Creating and Editing Gradebook Categories – eClass 4.2

1. Click on **Grades** found at top of your course.
2. Select **Gradebook setup** from the drop down menu.

3. Click on the **Add category** button at the top of the page.
4. There are only two items to set (ignore the other settings till later)
   a. Give the category a name
   b. Select an **Aggregation**
      i. For weighted gradebooks, select **Simple weighted mean of grades**
      ii. For straight point gradebooks, select **Natural**
5. Click on the **Save changes** button

New category

∨ Grade category

Category name (1) ⚠ [   ]

Aggregation (2) ❓ [Weighted mean of grades ▲▼]

Show more...

Drop the lowest ❓ [0]

> Category total

> Parent category

(3) [Save changes] [Cancel]

Repeat these steps until all categories are created.

Note: When using a weighted gradebook, leave all category totals and the course total at a max grade of 100.

Follow the steps below, if you need to edit a category after it has been created.

1. Go to the **Setup** page in your gradebook
2. Click on ellipse that is directly to the right of the category name - not to be confused with the category total line

Simple weighted mean of grades
Exclude empty grades
Include outcomes in aggregation

∨ ↕ tutorial   [50.0]   (•••)   ☐ tuto

Edit category
Delete
Hide
Lock

↕ ☐ MANUAL ITEM test   100

MANUAL

x̄ AGGREGATION tutorial total   100   ••• ✗

3. Click on **Edit category** from the drop-down menu
    Now you can make changes to the category such as, category name, aggregation method, and drop the lowest score
4. To delete a category, follow step 2 and then select **Delete** from the drop-down menu
    Note: deleting a gradebook category will not delete the items within the category.