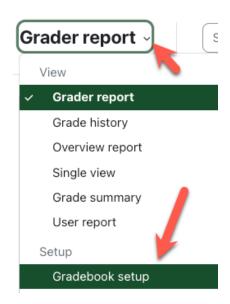


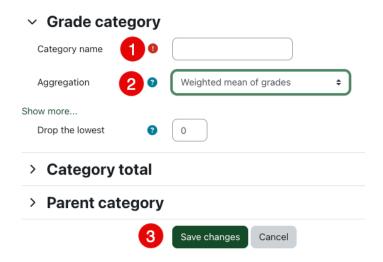
Creating and Editing Gradebook Categories - eClass 4.2

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



- 3. Click on the Add dropdown menu at the top right of the page.
- 4. Choose Add Category.
- 5. 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
- 6. Click on the Save button

New category



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



- 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.