Add a New Category
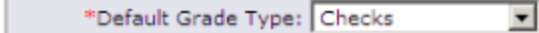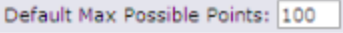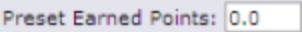
1. Navigate to the Gradebook➔Profiles➔List tab
2. Select the Profile you wish to edit and click on the P 'open' icon.
3. Click on the Categories 3rd level tab
4. Click on the Add Category 4th level tab
5. Fill in the required information:
   - Category Code – a short, unique abbreviation for the Category (e.g. "HW" for Homework or "PJ" for Projects)
   - Category Description – A brief description. E.g. "Homework", "Projects"
   - Select a default grading type. This is the grading type you would ordinarily use for Assignments in this Category.
     *Default Grade Type: [Checks ▼]
   - Specify a default "maximum score" for Assignments of this Category. E.g. 25 points Default Max Possible Points: [100]
   - Put 0.0 in the "Preset Earned Points" field. This is explained below. Preset Earned Points: [0.0]
   - Indicate whether or not to automatically drop up to the 5 worst scores that a student has for Assignments in this Category in any one Marking Period.
   - Choose a color scheme
   - Select a "Sequence number" for the Category – this positions the Category in any list of Categories
   - If you are using Category Weights, specify how much this Category is worth in each Marking Period.
   - Specify how many Assignments to automatically drop for a student in each MP.

6. Click Save.