

## Modify a Category

1. Click on the **Gradebook→Profiles** tab
2. Select a profile and click on the “**P**” (change settings) icon.
3. Click on the **Categories** 3<sup>rd</sup> level tab
4. Click on the **Edit** button for the Category you wish to modify
5. You may update any or all of the following fields:
  - **Category Description** – A brief description.
  - **Default grading type**. This is the grading type you would ordinarily use for Assignments in this Category.
  - Default “**Maximum Score**” for Assignments of this Category. E.g. 25 points.
  - “**Preset Earned Points**” field. See “Preset Earned Points Categories” below. Leave this blank *unless* this is a “count down” Category
  - “**Drop Worst**” settings
  - The color scheme.
  - **Sequence number** of this Category – its position in any list of Categories
  - **Category Weight** of this Category in each Marking Period.
6. Click **Save**.