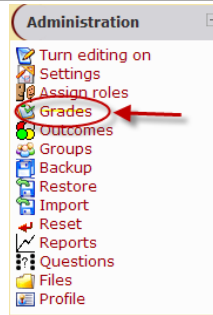


The Gradebook

To open your grade book, click on Grades under the Administration block.

Categories & Settings

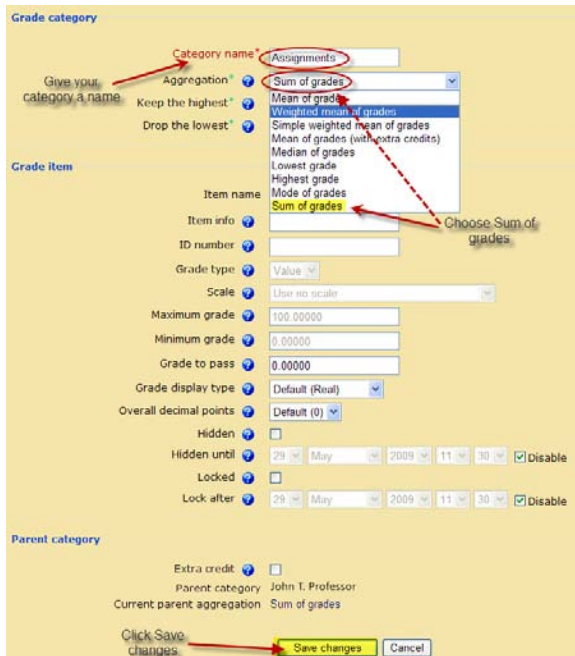
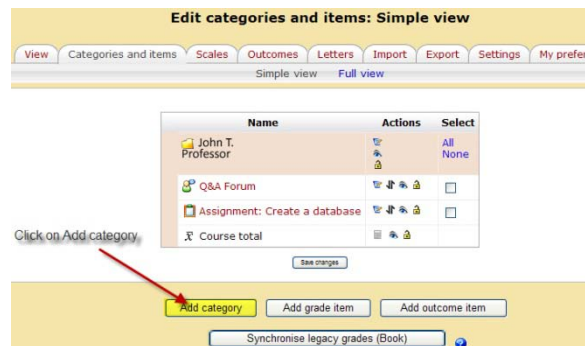
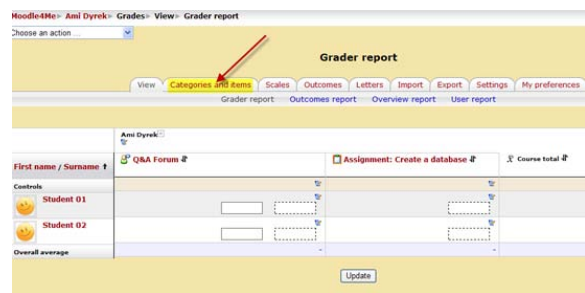
Adding Categories allows you to keep order within your gradebook. It's a good idea to do this before you get too far into your semester.



A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. Also, all grade items and categories belong to at least one, permanent category: the course category.

Adding Categories and Aggregate Settings in your gradebook

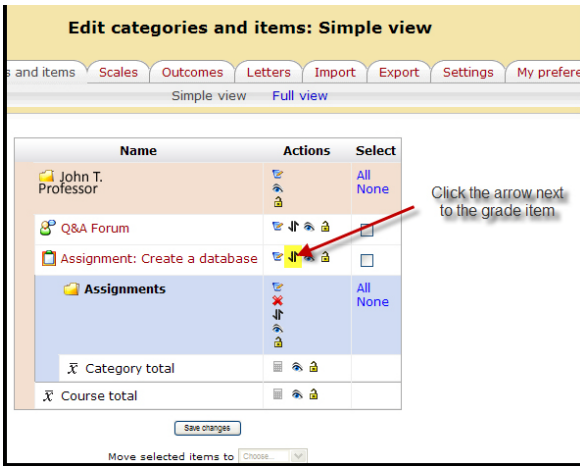
1. Click on **Grades** under your Administration block
2. Click on the **Categories and items** tab
3. Click **Add category**
4. Type a category name in the textbox
5. Select **Sum of grades** from the Aggregation dropdown menu
6. Click **Save changes**



Moving Items into Categories

Within the **Edit categories and items** tab, move activities into their appropriate categories.

- Click on the arrow (move tool) next to the item you wish to move.



- Click on the blank box under the appropriate category
- Repeat this procedure for each activity as necessary
- Click **Save changes**

