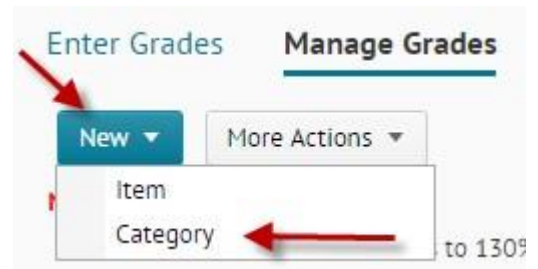


5. Create gradebook categories with proper percentages (if weighted calculation);

- A. On the Manage Grades page, click Category from the New button.
- B. Enter a Name for the category.
- C. If needed, enter a Short Name to display in the grade book.
- D. If needed, enter a Description of the category. Select the Allow users to view description check box if you want to make the category description available to users.
- E. Enter the total Weight or percentage that you want the category to contribute towards the final grade total of 100%.
- F. If needed, set Distribution Options as required by your calculations for the category. Check these closely as they will effect each item contributing to the category.
- G. If needed, set display options for the students.
- H. Click Save and Close. To create another category, click Save and New.

A screenshot of the 'New Category' form. The form has two tabs: 'Properties' and 'Restrictions'. The 'General' section contains a 'Name *' field with the text 'Homework Assignments', a 'Short Name' field with the text 'HW', and a 'Show Description' link. The 'Grading' section contains a 'Weight' field with the text '10', a checkbox for 'Allow category grade to exceed category weight', and a 'Distribution' section with three radio button options: 'Manually assign weight to items in the category', 'Distribute weights by points across all items in the category', and 'Distribute weight evenly across all items'. Below the radio buttons are two input fields, both containing the number '0', with labels 'Number of highest non-bonus items to drop for each user' and 'Number of lowest non-bonus items to drop for each user'. A red arrow points to the 'New Category' title at the top of the form. Another red arrow points to the 'Name *' field. A third red arrow points to the 'Weight' field. A fourth red arrow points to the 'Distribute weights by points across all items in the category' radio button. A fifth red arrow points to the 'Number of highest non-bonus items to drop for each user' input field. A sixth red arrow points to the 'Number of lowest non-bonus items to drop for each user' input field. A text box on the right side of the 'Grading' section states: 'This specific category is worth 10% of the entire Gradebook.'