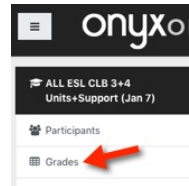


Using Categories to Organize a Course Gradebook

Categories can be added to a gradebook and used as subheadings to make the gradebook easier to read. Gradebook categories are also helpful when moving units around on a course page and when keeping the gradebook items in the same order as they appear in a course.

Using a Category a Unit Subheading

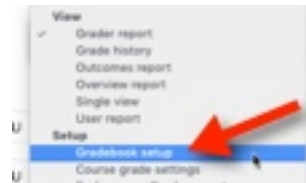
1. Click “Grades” in the list of items on the drawer.



2. Click the dropdown menu displaying “Grader Report”.



3. Select “Gradebook setup” in the dropdown list.



The Gradebook set-up page appears. This page displays all items in the gradebook.

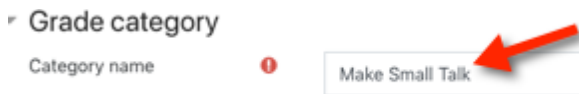
4. Scroll to the bottom of the page.

5. Click the “Add category” button.



The Grade category page appears.

6. Type the name of the new category in the “Category name” text box, e.g. Make Small Talk.



7. Scroll down and click the “Save changes” button

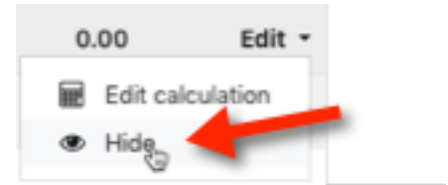


Note: If the Recalculating grades page appears, click the “Continue” button to return to the Gradebook setup page.

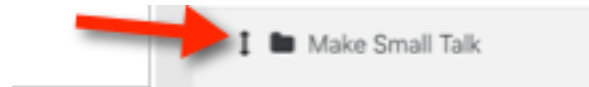
A new category (e.g. Make Small Talk) will appear near the bottom of the gradebook, above the Course total.

Make Small Talk	0.0	-	Edit ▾	All / None
Σ Make Small Talk total	0.00		Edit ▾	
Σ Course total	1650.00		Edit ▾	

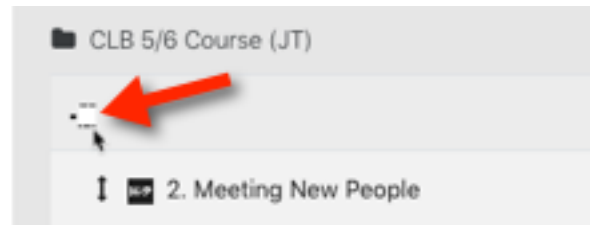
A category includes the category total, which can be hidden. To hide the category total, click the Edit dropdown menu next to the category total and choose "Hide". After it is hidden, the text appears in a lighter shade of gray. Instructors continue to see the category subtotal, but it is hidden from students. With the subtotal hidden, the category may be used as a unit sub-heading, as shown in the screenshot at the bottom of this page.



- Click the "Move" icon to the left of the category to move the new category.



- Click the "Move to here" icon Locate where you want to move it and. (In this example, it is being moved to the top of the gradebook course page.)



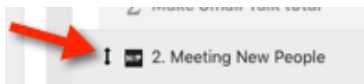
Below is the student view of the gradebook (User report). The category total is hidden from students so the category name functions as a sub-heading. Note there are two categories functioning as subheadings in this gradebook view.

CLB 5/6 Course (JT)		
Make Small Talk		
2. Meeting New People	-	-
3. Small Talk Topics	-	-
4. Making Small Talk	-	-
LISTENING: A Small Talk Conversation	-	-
Extend Invitations		
2. Inviting	-	-
3. Accepting Invitations	-	-

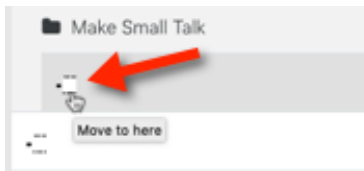
Adding Activities to a Gradebook Category

Activities added to a category will appear indented below that category's name. There are several benefits of adding the gradebook items to a category. When there are multiple categories on a gradebook page, items in a category are indented and this makes the gradebook page easier to read. In addition, if a category is moved up or down the page, its contents are moved simultaneously. This can be helpful when trying to keep gradebook items in the same sequence as on the course page. (Sometimes it may be helpful to use the category total to view the sum of learner scores in a category.)

1. Click the "Move" icon to the left of an activity (to be moved into a category).



2. Click the "Move to here" icon below the category it is to be moved into.



A "Move to here" icon in a category is indented and appears to the right of a "Move to here" icon that is not in a category. In the above screenshot, the second "Move to here" icon is not indented and not part of the Make Small Talk category.

Note: If the Recalculating grades page appears, click the "Continue" button.

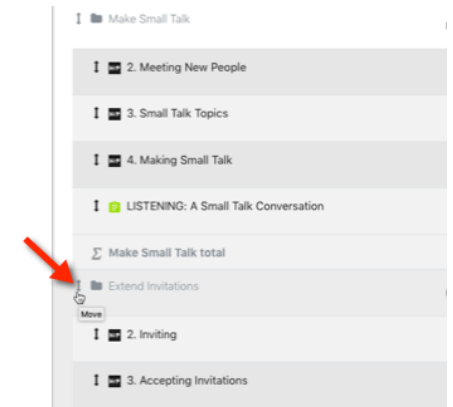
Repeat steps 1 and 2 to continue moving all of the items into the category. A category, which includes skill-building (H5P) activities and the assessment would appear to learners as follows. (Note the items below the second category, Extend Invitations, have not been added to that category.)

Grade item	Calculated weight
CLB 5/6 Course (JT)	
Make Small Talk	
2. Meeting New People	-
3. Small Talk Topics	-
4. Making Small Talk	-
LISTENING: A Small Talk Conversation	-
Extend Invitations	
2. Inviting	-
3. Accepting Invitations	-

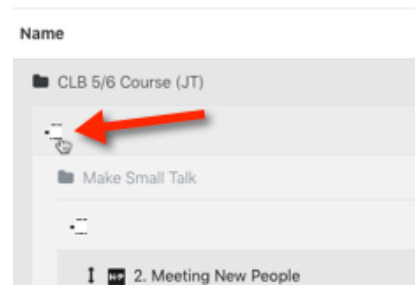
Moving a Category

All of the items in a category can be moved on the gradebook page. In this example, a category and its contents will be moved above another category with a two clicks.

1. Click the “Move” icon to the left of a category, e.g. Extend Invitations.



2. Click the “Move to here” icon in the location it is to be moved to. (In this example, the “Move to here” is above the Make Small Talk category. It is not indented.)



This is a student view of the gradebook (User Report). Note the entire category was moved above the Make Small Talk category.

CLB 5/6 Course (JT)	
Extend Invitations	
2. Inviting	-
3. Accepting Invitations	-
4. Declining Invitations	-
LISTENING: A Response to an Invitation	-
Make Small Talk	
2. Meeting New People	-
3. Small Talk Topics	-
4. Making Small Talk	-