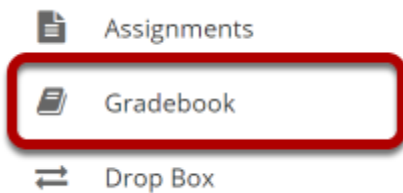


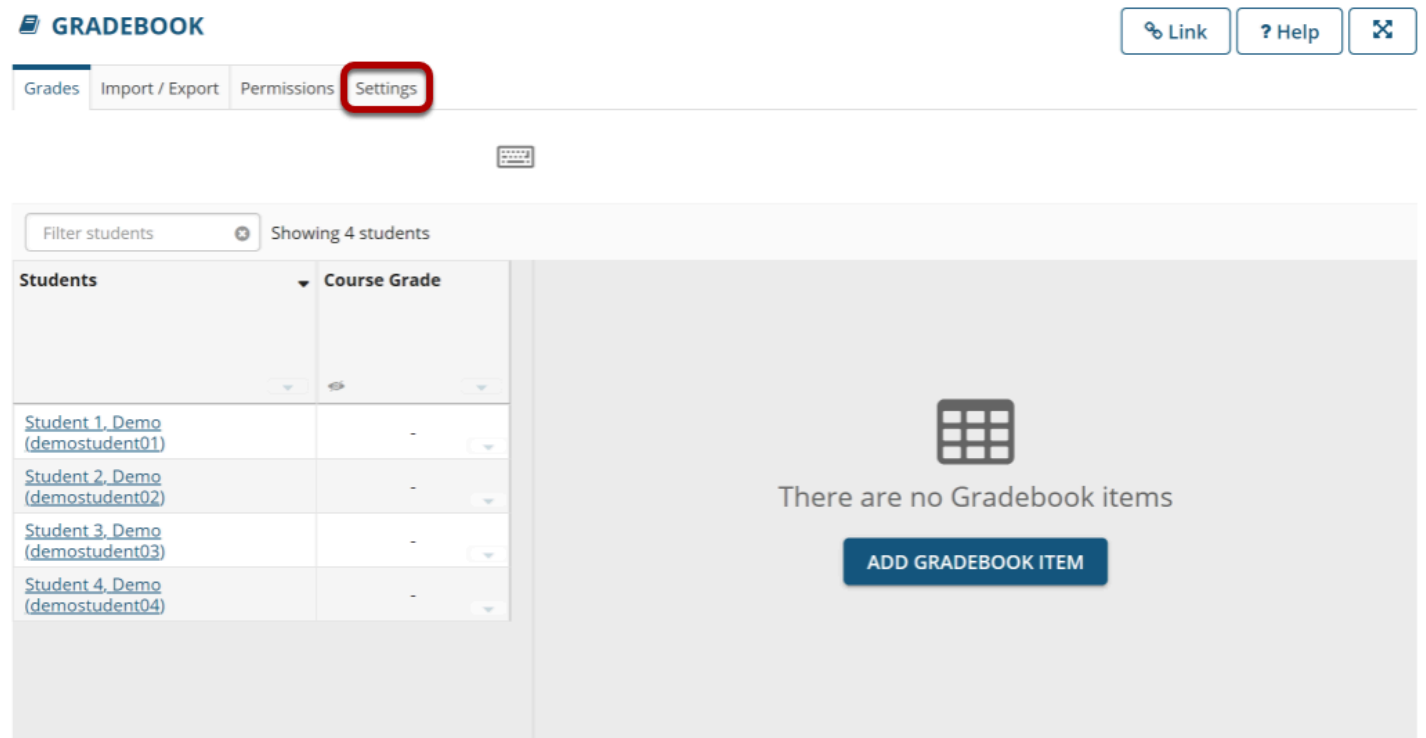
How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your Gradebook items. In addition, you have the option to drop grades within categories if desired.

Go to Gradebook.



Click the Settings tab.



A screenshot of the Gradebook interface. At the top, there is a header with 'GRADEBOOK' and three buttons: 'Link', 'Help', and a close icon. Below the header is a navigation bar with four tabs: 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Settings' tab is highlighted with a red box. Below the navigation bar is a table with two columns: 'Students' and 'Course Grade'. The table shows four rows of student names and their corresponding course grades. To the right of the table, there is a large grey area with a grid icon and the text 'There are no Gradebook items' and a button labeled 'ADD GRADEBOOK ITEM'.

Students	Course Grade
Student 1, Demo (demostudent01)	-
Student 2, Demo (demostudent02)	-
Student 3, Demo (demostudent03)	-
Student 4, Demo (demostudent04)	-

Click to expand the Categories and Weighting section.

GRADEBOOK

Link

Help



Grades Import / Export Permissions **Settings**

Settings

[Expand All](#) [Collapse All](#)

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▶ **Categories & Weighting**

▶ Grading Schema

SAVE CHANGES

Cancel

Select the Categories only radio button.

GRADEBOOK

Link

Help



Grades Import / Export Permissions **Settings**

Settings

[Expand All](#) [Collapse All](#)

▶ Grade Entry

▶ Grade Release Rules

▶ Statistics

▼ **Categories & Weighting**

- No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If "Categories & weighting" is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
<input type="text"/>	<input type="checkbox"/>	0 item(s)	<input type="button" value="Remove"/>

▶ Grading Schema

SAVE CHANGES

Cancel

Additional options display once you select categories only.

Enter categories.

▼ Categories & Weighting

No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

2	Category	Extra Credit	Gradebook Items	Remove
	<input type="text" value="Homework"/>	<input type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>
	<input type="text" value="Projects"/>	<input type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>
	<input type="text" value="Exams"/>	<input type="checkbox"/>	0 items(s)	<input type="button" value="Remove"/>

1

► Grading Schema

1. Click the **Add a category** button to add more categories.
2. For this example, enter each category as follows: Homework, Projects, Exams.

Enable drop highest, drop lowest, and/or keep highest. (Optional)

▼ Categories & Weighting

No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	<input type="text" value="Homework"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Projects"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Exams"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>

► Grading Schema

If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.

Note: In order to drop items within a category, all items in that category must be worth the same point value. Additionally, there is the option to check the Equal Weight box. This will reconfigure all items in that category to be weighted on a points scale of 100.

Indicate the number of items to be dropped or kept within each category.

▼ Categories & Weighting

No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest Equal weight

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.


	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	<input type="text" value="Homework"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Projects"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Remove"/>
☰	<input type="text" value="Exams"/>	<input type="checkbox"/>	0 items(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="Remove"/>

► Grading Schema


Click Save Changes.

Click the Grades tab.



Filter students  Showing 4 students

Students	Course Grade
Student 1, Demo (demostudent01)	-
Student 2, Demo (demostudent02)	-
Student 3, Demo (demostudent03)	-
Student 4, Demo (demostudent04)	-



There are no Gradebook items

[ADD GRADEBOOK ITEM](#)

Click Add Gradebook Item to create items and associate them with the appropriate categories.

1. Add the following Gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each Gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Demo Student 1 (demostudent01)

Grade Summary | Student Review Mode | Print

Course Grade: A- (90.86%) Not released to students* | Group By Category | Expand All | Collapse All

Gradebook Item	Grade	Due Date	Comments
Exams	92.5%		
Midterm	90 /100	-	
Final	95 /100	-	
Homework Drop Lowest: 1	88.33%		
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Projects Keep Highest: 2	93%		
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student →

Done

Let's say demostudent01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 83 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is $(89+94+78+82+83+88+95+91+90+95)/1000$ points. The student's overall grade average = 88.5%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be $(89+94+82+95+91+90+95)/700$ points. The student's overall grade average = 90.86%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.
- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.