This tutorial will explain how to set up categories and items in your gradebook that are weighted.

**Categories**

Before we begin the step-by-step guide it is important to take time to plan out your gradebook on a word doc or using the EUP provided template.

Your categories must = 100% - See the example below.

There are 4 categories: Discussions, Dropbox Assignments, Quizzes and Exams
Step 1 Categories - Navigate to Gradebook

First navigate to your gradebook: >Assessments >Grades >Manage Grades

You will notice a note at the top indicating that the sum is 0%. As you create categories this message will appear until the category total = 100%
Step 2 - Categories - Select "New" and Select "Category"
Step 3 - Categories - Fill out the form

1. Type your Title

2. Enter the weight for that category

3. Read carefully and select the option that you prefer.

4. Save and Close or Save and New or Save or Cancel
**Step 4 - Categories - View your category in "Manage Grades"**

Continue to create categories until you no longer see a Note at the top of your screen.

- Notice you still need more categories equal to the other 90%.
- ‘Final Calculated Grade’ sums to 10%, not 100%. Verify the total weight of all top level categories and items is 100%.

Your category will appear in grey.
Step 1 - Grade Items - Select "New"
Step 2 - Grade Items - Select Numeric

Click the blue hyperlink

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New Item

Choose a Grade Item Type

- **Numeric**
  Grade users by assigning a value out of a specified total number of points.
  E.g. 8/10

- **Selectbox**
  Grade users by selecting the grade scheme level that best matches their achievement.
  E.g. "Very Good" or "B+

- **Pass/Fail**
  Grade users using a simple pass/fail grade scheme.
  E.g. "Pass" or "Fail"

- **Formula**
  Automatically grade users using a custom formula based on achievement on other grade items.
  E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
  IF( MIN( [P1.Percent], [P2.Percent] ) < 50, 0, 1

- **Calculated**
  Calculate users' cumulative achievement across multiple grade items.
  E.g. Midterm Grade
  A1+A2+Q1+Q2 / Total Max. Points * 100 = 73%

- **Text**
  Provide comments in the grade book that are not calculated in the final grade.
  E.g. "Course Evaluation Completed"
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Step 3 - Properties

Review each property option and fill out the form. You may choose to follow our recommended options.
Step 4 - Review your items & Associate to your dropbox, quiz or discussion

Review your items to make sure that they equal 100% of each category.

This is easy if you chose to distribute evenly when setting up your category. If you chose to manually distribute you will need to calculate to make sure the items weights = 100% of the category.

To Associate your grade items see the Association guidance documents.