

Managing Grade Categories and Items

Edit a Grade Book Category or Item

After you create a grade book category or item, you can edit how and when it is displayed and apply release conditions to it.

Step 1: On the **Manage Grades** page, select the category or item you want to edit, for example, the **Quizzes** category or the **Quiz 1** item.

The screenshot shows the 'Manage Grades' page interface. At the top, there are three tabs: 'Enter Grades', 'Manage Grades' (highlighted with a red box), and 'Schemes'. Below the tabs are two buttons: 'New' (blue) and 'More Actions' (grey). A 'Bulk Edit' option is also visible. The main content is a table with a header row 'Grade Item' and a checkbox. Below the header, there are four rows, each with a checkbox and a dropdown menu. The first dropdown menu is labeled 'QUIZZES' and is highlighted with a red box, with a red line pointing to the label 'Category'. The second, third, and fourth dropdown menus are labeled 'Quiz 1', 'Quiz 2', and 'Quiz 3' respectively, and are grouped together in a red box with a red line pointing to the label 'Items'.

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	QUIZZES <input type="button" value="v"/> Category
<input type="checkbox"/>	Quiz 1 <input type="button" value="v"/>
<input type="checkbox"/>	Quiz 2 <input type="button" value="v"/> Items
<input type="checkbox"/>	Quiz 3 <input type="button" value="v"/>

Step 2: Make your changes.

Edit Item: Quiz 1

Properties Restrictions Objectives

General

Type
Numeric

Association
This grade item is associated with the quiz "Quiz 1 - Syllabus"

Name *

Step 3: Select **Save and Close to save your changes and return to **Manage Grades**.**

Grading

Maximum Points *

 ?

Weight *

 ?

Can Exceed

 ?

Bonus

 ?

Grade Scheme

 ?

Rubrics

[Add Rubric](#)

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Display Options

Show Display Options

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

Editing Multiple Gradebook Categories and Items

Step 1: On the **Manage Grades** page, select the checkboxes beside the categories and items you want to edit. Select **Bulk Edit**.

The screenshot shows the 'Manage Grades' page with the following elements:

- Navigation tabs: Enter Grades, **Manage Grades** (highlighted), Schemes, Setup Wizard
- Buttons: New (dropdown), More Actions (dropdown)
- Bulk Edit** button (highlighted)
- Table of items:

Item	Checkbox
Grade Item	<input type="checkbox"/>
QUIZZES (dropdown)	<input type="checkbox"/>
Quiz 1 (dropdown)	<input checked="" type="checkbox"/>
Quiz 2 (dropdown)	<input checked="" type="checkbox"/>
Quiz 3 (dropdown)	<input checked="" type="checkbox"/>

Step 3: Use the table to update fields and select **Save**.

Bulk Edit Items and Categories

#	Name*	Short Name	Type	Max Points*	Bonus	Can Exceed	Grade Scheme	Category
1	Exams					<input type="checkbox"/>		
2	Midterm Exam		Numeric	100	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▾	Exams ▾
3	Final Exam		Numeric	200	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▾	Exams ▾
4	Quizzes					<input type="checkbox"/>		
5	Quiz 1		Numeric	50	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▾	Quizzes ▾
6	Quiz 2		Numeric	7	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (Percentage) ▾	Quizzes ▾

Hiding/Showing Items in the Grade Book

You can change which grade items appear in your view of the grade book using **Hide/Show Columns**.

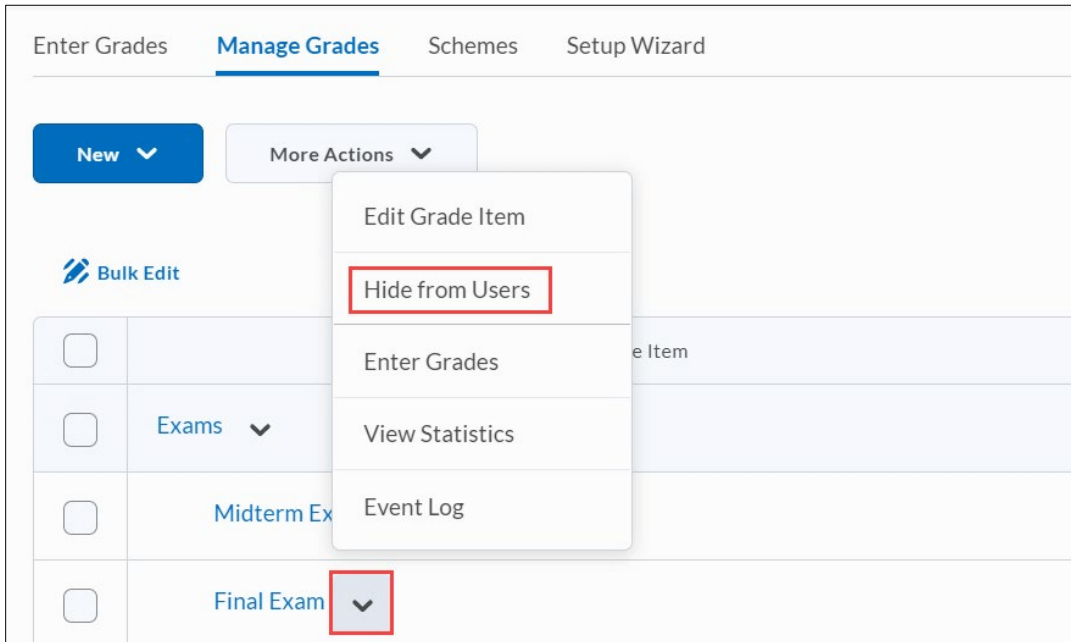
Step 1: On the **Enter Grades** page, select **Hide/Show Columns** from the **More Actions** dropdown menu.

Step 2: Select the grade items you want to appear in your gradebook. Select **Save**.

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	QUIZZES	
<input checked="" type="checkbox"/>	Quiz 1	Numeric
<input checked="" type="checkbox"/>	Quiz 2	Numeric
<input checked="" type="checkbox"/>	Quiz 3	Numeric
<input checked="" type="checkbox"/>	Quiz 4	Numeric

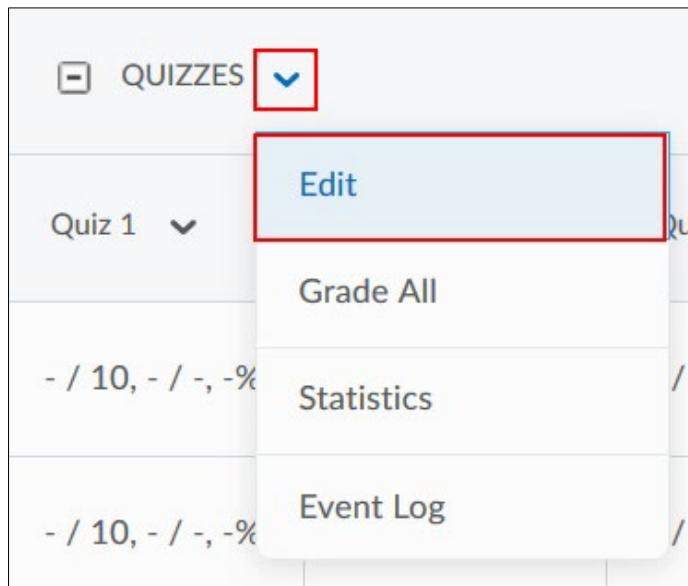
Note: Hiding grade items using this step will make them invisible only to you (in your Gradebook view) and **not** to the students.

If you would like to hide grade book items from students, go to **Manage Grades**, and select the dropdown menu next to the grade item or category. Select **Hide from Users**.



Set Display Options for a Category or Item

Step 1: On the **Enter Grades** page, select **Edit** from the dropdown menu of the category or item you want to edit.



Step 2: Select the **Properties** tab.

The screenshot shows the 'Edit Category: QUIZZES' interface. At the top, there are two tabs: 'Properties' (which is selected and highlighted with a red border) and 'Restrictions'. Below the tabs, the 'General' section is visible. It contains a 'Name' field with the text 'QUIZZES' and a 'Short Name' field which is currently empty. A help icon (?) is located to the right of the 'Short Name' field.

- **Display class average to users** – Displays the class average for the category or item in user's view of the grade book.
- **Display grade distribution to users** – Displays a graph in user's view of the grade book showing how grades were distributed between different percentiles.
- **Override display options for this item** -- Displays different options for an item than what is specified on the Grades Settings pages. This option only affects your view of the grade book; it does not affect what other users see. Select the check boxes beside the following options to select or unselect them:
 - **Points grade:** Displays the user's grade in points next to the total points available, for example, 6/10.
 - **Weighted grade:** Displays the user's grade as the weight achieved towards the final grade, for example, 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade). This option is only available in the Weighted gradebook system.
 - **Grade scheme symbol:** Displays the symbol for the grade scheme level achieved by the user, if applicable, for example, "A" or "Very Good."
 - **Grade scheme color:** Displays the color associated with the grade scheme level achieved by the user, if applicable.

Step 3: Select Save and Close.

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme color

Save and Close Save and New Save Cancel

Reordering Categories and Grade Items

Step 1: On the **Manage Grades** page, select **Reorder** from the **More Actions** button.

Course Home Content Assignments Discussions Quizzes Grades Classlist Attendance Course Admin Calendar More ▾

Enter Grades **Manage Grades** Schemes Setup Wizard ⚙ Settings 🗉 Help

New ▾ **More Actions** ▾

Bulk Edit

	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Exams			
<input type="checkbox"/>	M	Numeric	-	100
<input type="checkbox"/>	Final Exam ▾	Numeric	-	200
<input type="checkbox"/>	Quizzes ▾			

Event Log

Make Visible to Users

Hide from Users

Delete

Step 2: Select a new position for a category or grade item using the **Sort Order** dropdown list beside its name. The positions of other categories and grade items adjust accordingly. Select **Save**.

Reorder Grade Items and Categories

Expand All Collapse All

Items and Categories	Sort Order
▼ QUIZZES	1 ▼
Quiz 4	1 ▼
Quiz 1	1 2 3 4 5 6 7 8 9 10 11 4 ▼
Quiz 2	
Quiz 3	

Save Cancel

Deleting Categories and Grade Items

Step 1: On the **Manage Grades** page, select **Delete** from the **More Actions** dropdown menu.

Enter Grades **Manage Grades** Schemes

New ▼ More Actions ▼

Bulk Edit

Grade It

Delete

Reorder

Event Log

Step 2. Select the checkbox beside the category or grade item you want to delete. Select **Delete**.

Delete Grade Items and Categories

More

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	WRITING PRACTICE
<input type="checkbox"/>	Writing Practice 1 ?
<input type="checkbox"/>	DISCUSSIONS

Note: Selecting a category does not select the grade items that reside in it. If you delete a category, the grade items associated with it become independent grade items.

You cannot delete grade items that are associated with another course object, such as a quiz, discussion topic, or assignment folder. To delete the item you must first delete the item where it originates. For example, if you have grade items that are associated with the Assignment that you no longer would like to use, then you must delete the items out of the Assignment first, and then return to Manage Grades and delete the items here as well.