

uiuLEARN TUTORIAL

GRADES > CREATE CATEGORIES IN GRADES

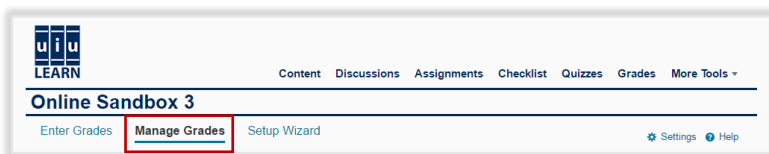
This tutorial covers how to create a category (or categories) in your uiuLearn gradebook. Grouping your grades by categories helps you maintain a clear organizational structure of your gradebook and in turn, makes the grading process more efficient.

STEP 1> Access your course and click on Grades.

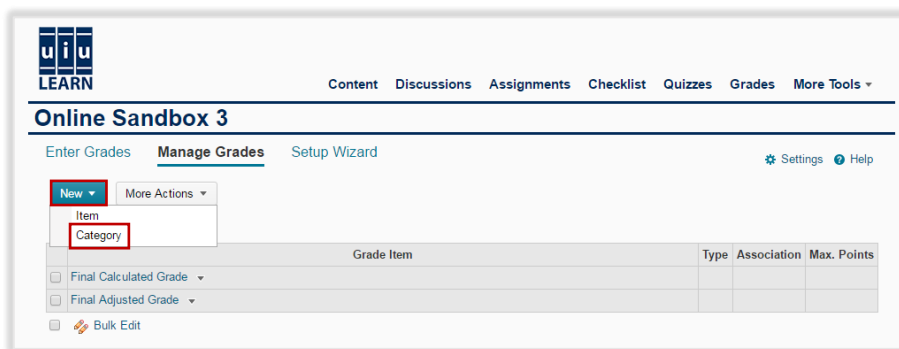


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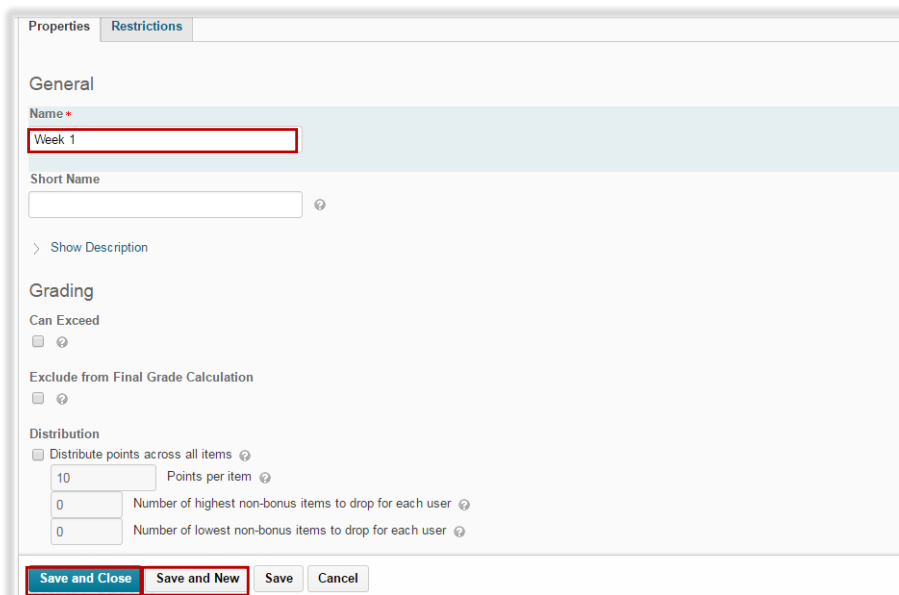
STEP 2> Click on Manage Grades (if not already taken there).



STEP 3> Click the dropdown arrow next to New and select Category.



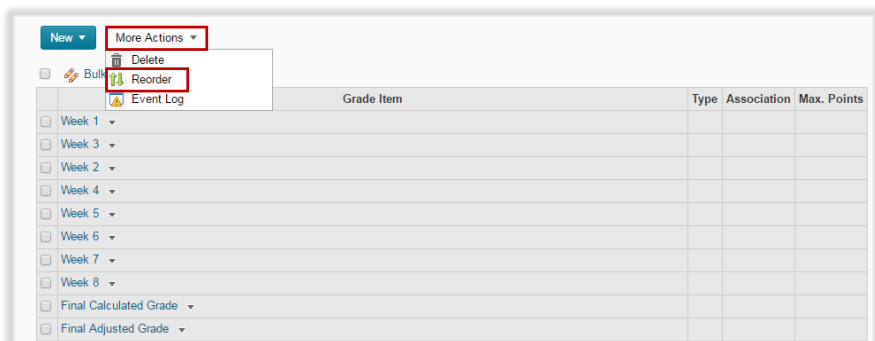
STEP 4> Type in the name of the category (i.e. Week 1 for Online or Unit 1 for Self-Paced). If you only need to create one category at this time, click Save and Close. If you are ready to create all of your categories right away, click Save and New. This will save you a step by returning you to the New Category screen right away.



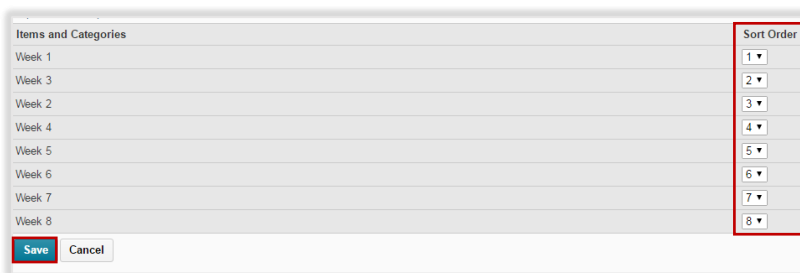
Properties Restrictions
General
Name *
Week 1
Short Name
Show Description
Grading
Can Exceed
Exclude from Final Grade Calculation
Distribution
Distribute points across all items
10 Points per item
0 Number of highest non-bonus items to drop for each user
0 Number of lowest non-bonus items to drop for each user
Save and Close **Save and New** Save Cancel

- ✓ CHECKPOINT 1 – CLICK GRADES TO VIEW YOUR GRADEBOOK STRUCTURE. ARE YOUR CATEGORIES OUT OF ORDER? HERE ARE THE STEPS TO REORDER YOUR CATEGORIES.

If you created your categories out of order, they will appear out of order in Grades. To rearrange them in sequential order, click the dropdown next to More Actions and then choose Reorder.

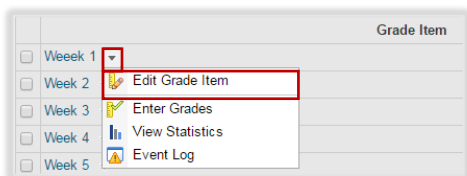


The next screen will present drop-down boxes to the right. You can then adjust the Sort Order of the categories and click Save when finished.

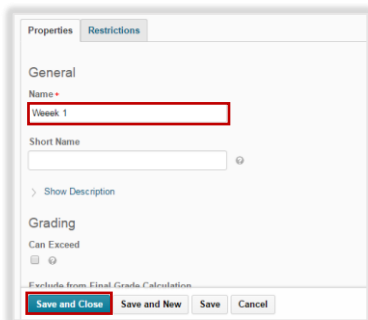


- ✓ CHECKPOINT 2 – DID YOU MAKE A MISTAKE WHEN TITLING YOUR CATEGORY? HERE ARE THE STEPS TO EDIT YOUR CATEGORIES.

Click the dropdown arrow next to the category that needs editing and choose Edit Grade Item.



In the Name box make your corrections to the category title and then click Save and Close.



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