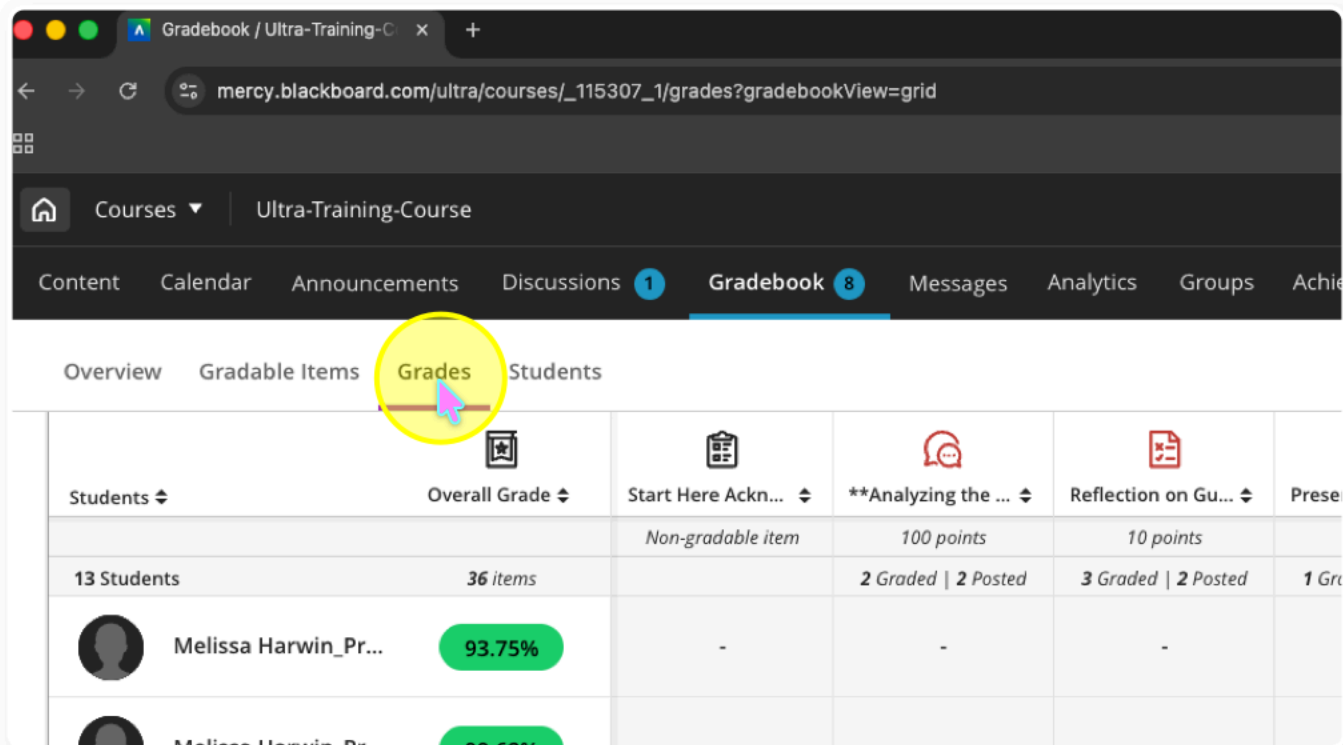
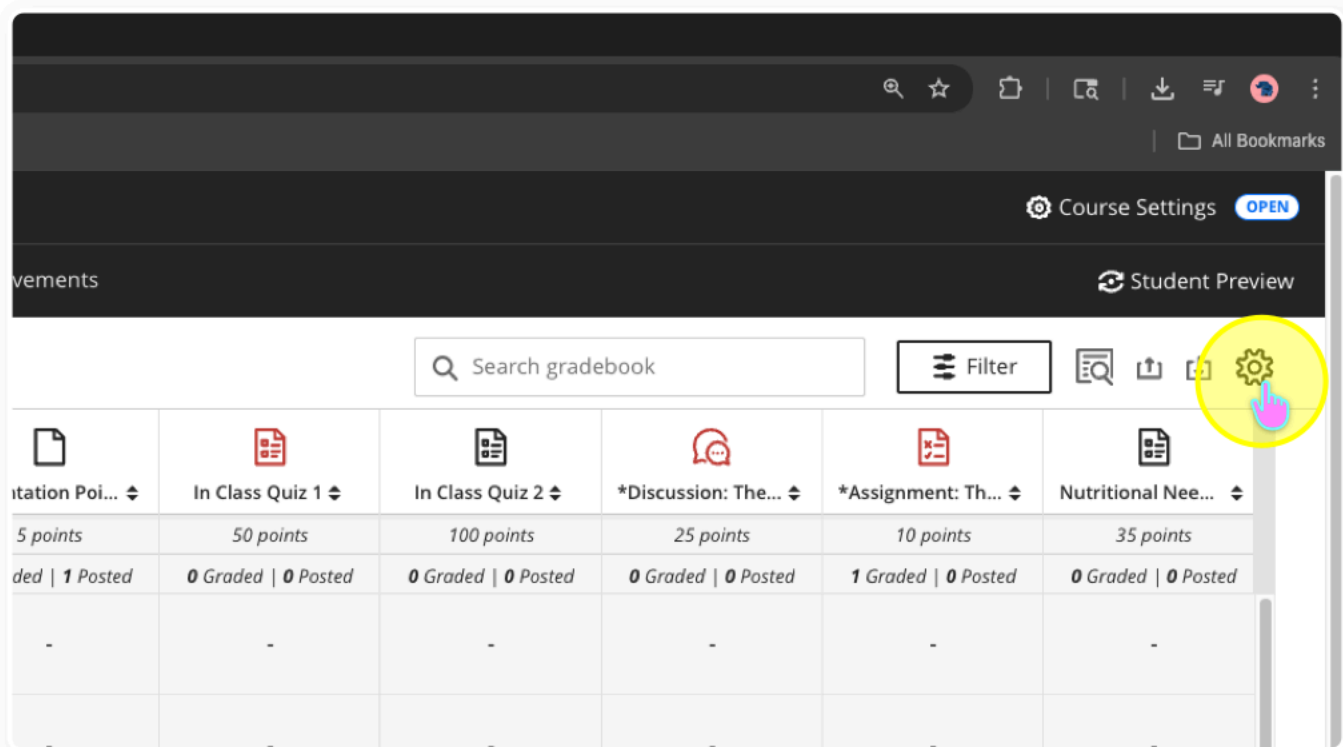


How to create a new category in the grade book

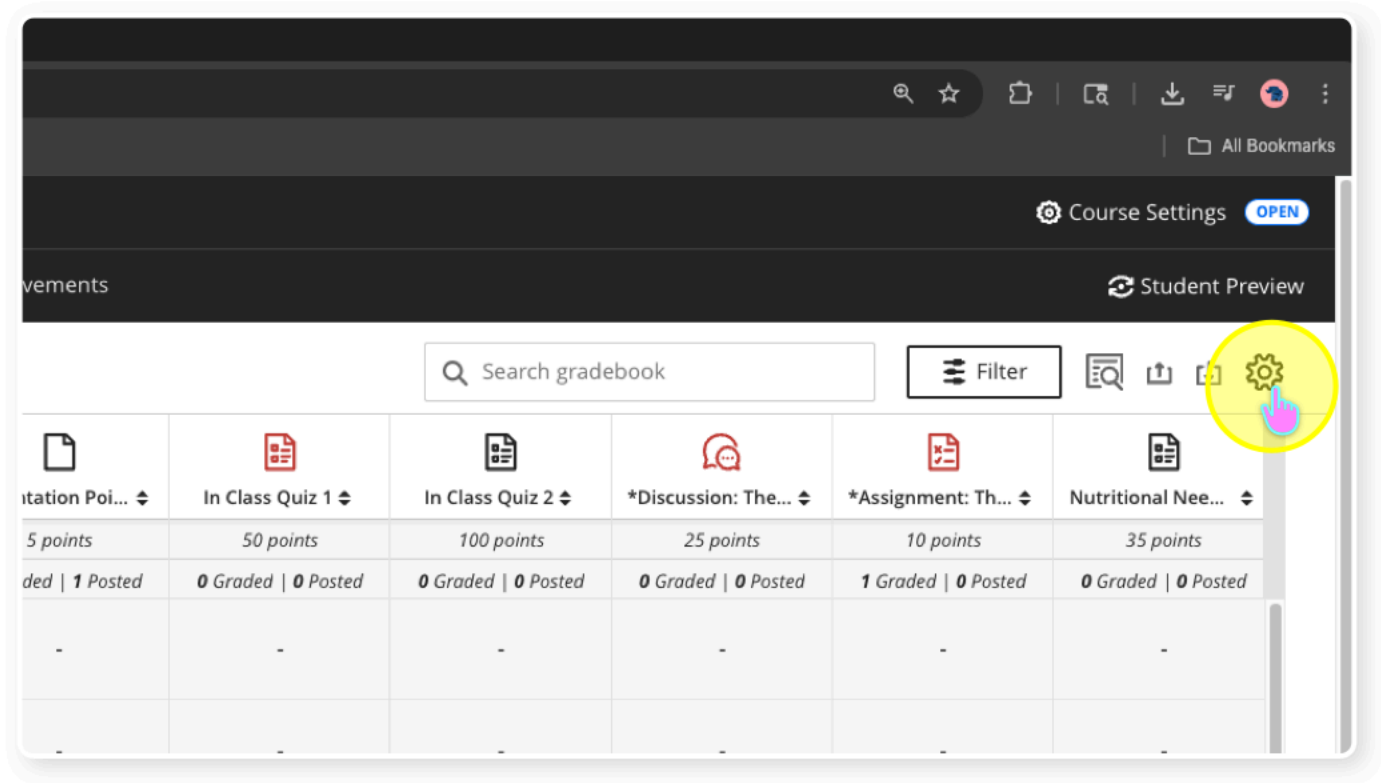
1 Click on "Grades" tab in your grade book



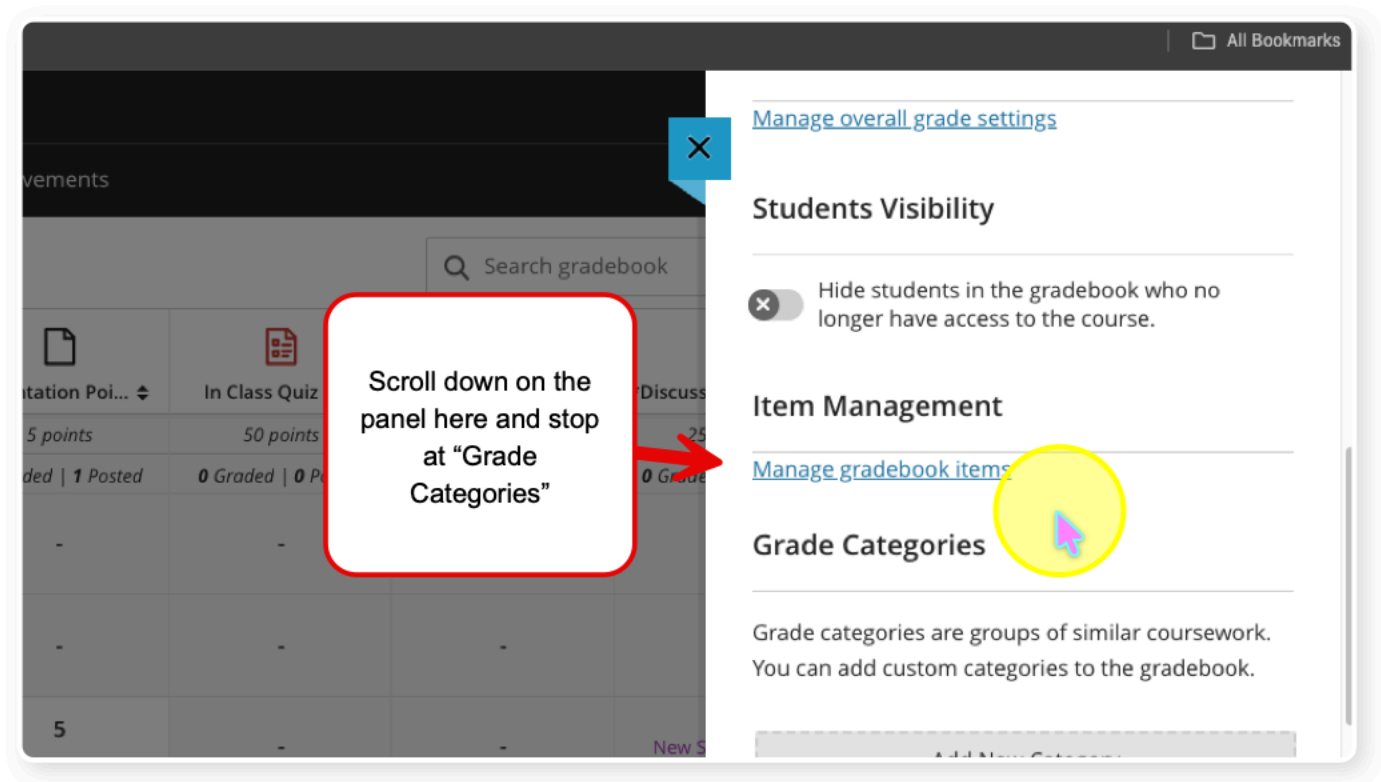
2 Go to the right hand side, and locate the gear icon.



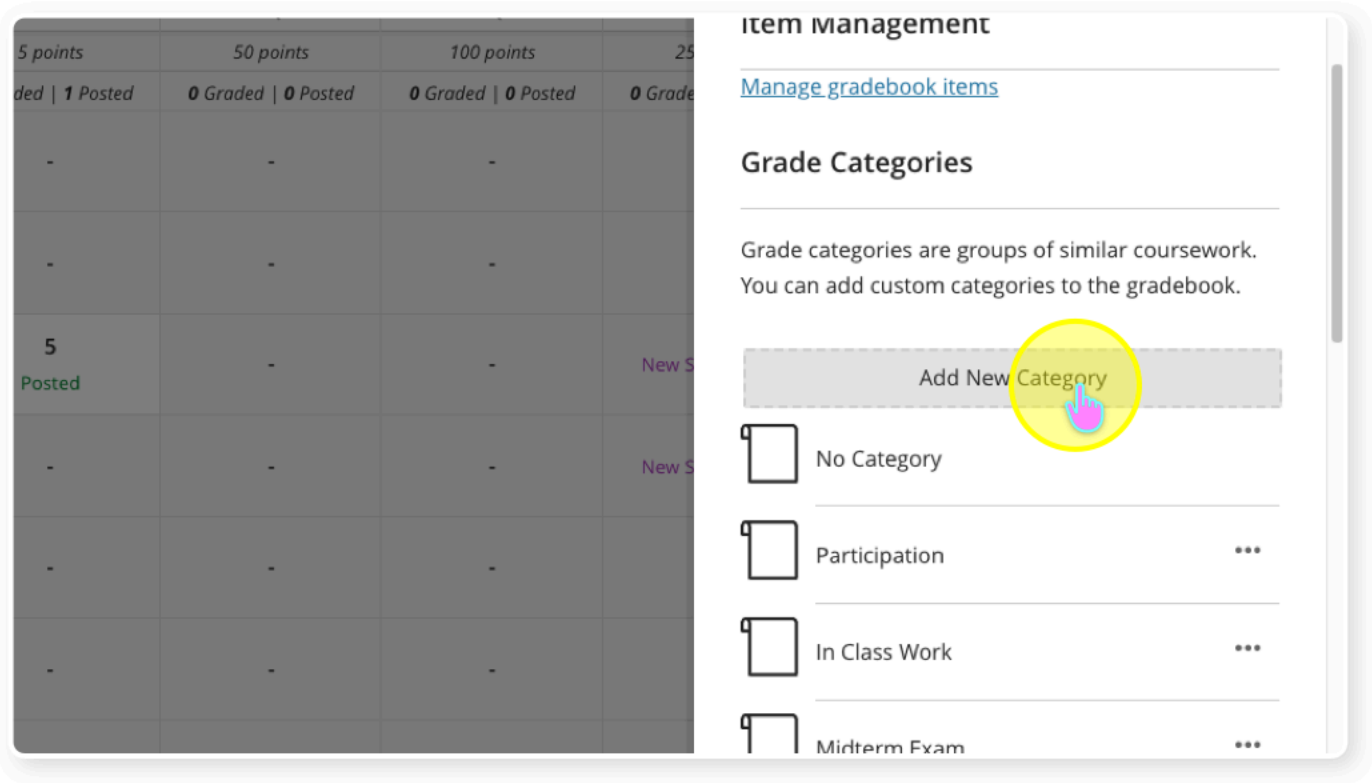
3 Click on the gear icon, this opens the settings.



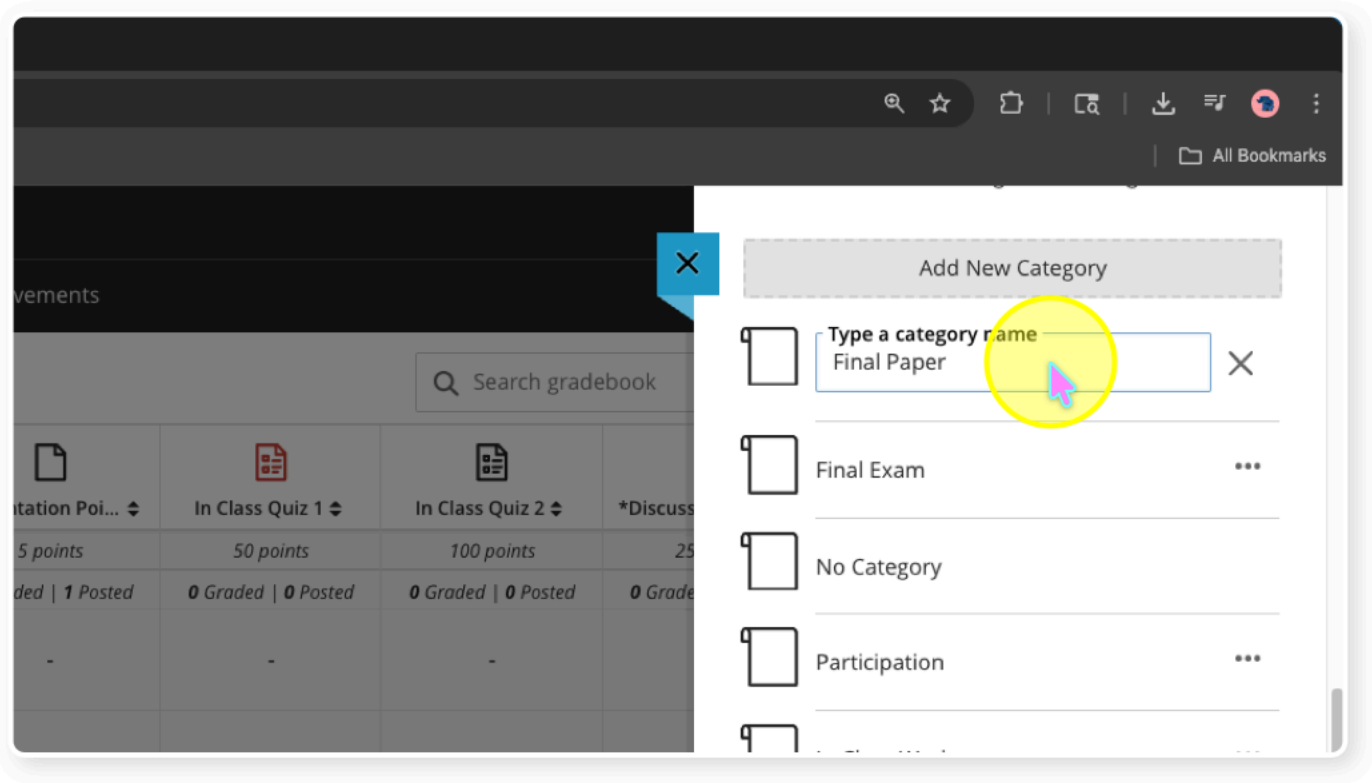
4 You will see a panel appear, you will scroll down on the panel until you see "Grade Categories"



5 Then click on "Add New Category"



6 Click on "Type a category name" and type your category name, hit enter when done



7 Click on "X" to close the panel.

