

Gradebook – 3.2 - Creating Grade Categories for Weighting

Why Do This

Categories in Cougar Courses gradebook can be used in multiple ways:

- They allow you to organize grade items into the categories reflected in your syllabus.
- Creating a category allows you to drop the lowest score of items within the category (such as Quizzes).
- You can assign a weight to a category. The items in that category can then be graded out of a number other than their relative value within the course. For example, two exams can all be assigned a grade value of 100 points each, but the total of these three items can be weighted to be 40% of the course total.
- You can create a non-graded category to house assignments that shouldn't be counted towards the course total, such as Pass/Fail, drafts, or hidden/unused items.

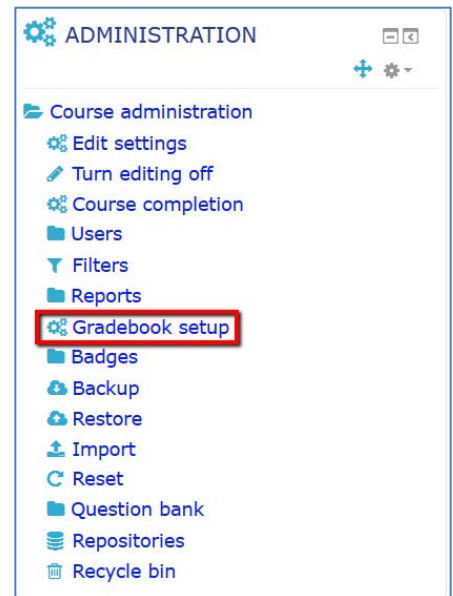
In the example below, you see three course categories: Participation, Exams, and Assignments, all set to “Simple weighted mean” instead of Natural. The category totals for these weighted categories are set manually as a percent of the total: 20, 40, and 40% respectively.

The following pages provide steps to creating a grade category, set the weight, and how to move grade items into a category.

Name	Weights ?	Max grade
Susan E Simple Weighted Gradebook		
<div style="border: 1px solid red; padding: 2px;">Category</div> Participation	<input type="checkbox"/> 20.0	-
<div style="border: 1px solid red; padding: 2px;">Grade item</div> Participation		100.00
Participation total <small>Simple weighted mean of grades.</small>		20.00
<div style="border: 1px solid red; padding: 2px;">Category Weight</div>		
Exams	<input type="checkbox"/> 40.0	-
Midterm		100.00
Final		100.00
Exams total <small>Simple weighted mean of grades.</small>		40.00
Assignments	<input type="checkbox"/> 40.0	-
Extra Credit		10.00 +
Assignment 1		100.00
Assignment 2		100.00
Assignments total <small>Simple weighted mean of grades.</small>		40.00
Course total		100.00

Create a Category

1. Go to the *Administration* block. Select **Grades**.



2. Select the **Setup** tab.



3. Select **Add category** at the bottom of the page. If you already have a category.



4. Enter the **Category name**.

A screenshot of a form titled 'Grade category'. It contains two input fields. The first is a text box labeled 'Category name*' with a red border. The second is a dropdown menu labeled 'Aggregation' with a question mark icon and the text 'Simple weighted mean of grades' selected, also with a red border.

5. If you are weighting the category, choose “Simple weighted mean of grades” from the Aggregation dropdown, and enter the category’s total point value in Maximum grade (for example, put 40 if this category is worth 40% of the final grade).

A screenshot of a form titled 'Category total'. It contains several fields: 'ID number' (text box), 'Grade type' (dropdown menu with 'Value' selected), 'Scale' (dropdown menu with 'Use no scale' selected), 'Maximum grade' (text box with '40' entered, highlighted with a red border), 'Minimum grade' (text box with '0' entered), 'Hidden' (checkbox), and 'Locked' (checkbox).

6. Select Save changes at the bottom of the page.

7. Repeat Steps 3-6 until all categories have been created.

Note: Use the above steps to adjust the weights of the categories only, do not use the Weights column on the Categories and Items page.

Move Grade Items into a Category

8. To move the items into the category, check the boxes on the far right of each applicable grade item.

Quiz 1	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 2	10.00	Edit ▾	<input checked="" type="checkbox"/>

9. At the bottom of the page, select the category name from the “**Move selected items to**” dropdown menu. Wait a few seconds to allow the system to move the items.

Move selected items to

10. Once all of your categories have been created, and all the grade items moved into those categories, the course total should equal 100.

Name	Weights ?	Max grade
Susan E Simple Weighted Gradebook		
Participation	<input type="checkbox"/> 20.0	-
Participation		100.00
Participation total		20.00
Simple weighted mean of grades.		
Exams	<input type="checkbox"/> 40.0	-
Midterm		100.00
Final		100.00
Exams total		40.00
Simple weighted mean of grades.		
Assignments	<input type="checkbox"/> 40.0	-
Extra Credit		10.00 +
Assignment 1		100.00
Assignment 2		100.00
Assignments total		40.00
Simple weighted mean of grades.		
Course total		100.00

Note: Use the above steps to adjust the weights of the categories only, **do not** use the Weights column on the Categories and Items page.

Note: The default is to ignore empty (non-graded) grade items when calculating the category totals and overall course total (including the weighting). Keep this in mind when checking totals during the semester (before all grades have been entered).

See our other Help Guides under Gradebook to learn how to manually add grade items, make an item extra credit, drop the lowest score in a category, and manually input grades in the gradebook.