OVERVIEW

The Categories feature in the SacCT grade center provides you the option of placing related columns into specific sets. These categories can then be used in a calculated column such as Weighted, Average, Min/Max and Total columns, to make selecting the items to be calculated easier. For example, categories are required when you need to drop a low or high score from a group of items students have completed.

Items to be covered in this handout include: Creating New Categories, How to Place a New Column into a New Category, and How to Place an Existing Column into a Category.

CREATING NEW CATEGORIES

By default a course contains several categories already, which include Assignment, Discussion, Survey, and Test. These categories are automatically assigned to grade center columns for items created using the assignments, discussions, surveys, and tests tools. However, you can choose to create your own categories as well.

Creating new categories allows you to group columns into specific sets. For example, you may have a set of quizzes or assignments you would like to place into a custom category.
step 1. From the Full Grade Center hover over the Manage tab and select Categories.

step 2. Click the Create Category tab.
step 3. Add a distinctive name for this category and click Submit. (i.e Quizzes)

Repeat the steps above to create additional categories as needed. Once you have created the Category(ies), you can now start organizing grade center columns into a specific Category.

HOW TO PLACE A NEW COLUMN INTO A CATEGORY

When you create a new column in the grade center you have the option to place it into a category.

Step 1. From the Grade Center click Create Column.
**Step 2.** In the Column name field type in a Column Name.

**Step 3.** From the Category section, click the drop-down menu and select the designated category.

**Step 4.** Enter the points possible.

**Step 5.** Click **Submit**.
1. **Column Information**

   - **Enter a Column Name.**

   - **Enter the Points Possible.**

   - **Change the Category by clicking on the drop-down menu.**
HOW TO PLACE AN EXISTING COLUMN INTO A CATEGORY

There are two options for placing existing columns into categories:

1. Edit each grade center column individually and select the desired category
2. Edit multiple columns at once, from the Column Organization page

Edit Columns Individually

You may have not placed some of your grade center columns into categories when you first created them. In these cases you can go into the Grade Center and edit each column category individually.

step 1. Go to the designated column. Hover over the title of the column, and select the down arrow.

step 2. Click Edit Column Information.

step 3. In section one change the category by clicking on the drop-down menu and select the desired category.
If needed, you can change the points possible from this screen by typing the value in the Points Possible field box.

### 1. Column Information

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Mitosis Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Center Name</td>
<td></td>
</tr>
</tbody>
</table>

**Description**

- **Primary Display:** Score
- **Secondary Display:** None
- **Score attempts using:** Last Graded Attempt
- **Category:** Quizzes
- **Points Possible:** 15
- **Associated Rubrics:** Add Rubric

**TIP:** Select the appropriate category from the column page to make grading at the end of the semester easier.

### step 4.

Click the button at the bottom right of your screen.

**TIP:** Select the appropriate category from the column page to make grading at the end of the semester easier.
Edit Multiple Columns at Once

**step 1.** From the Full Grade Center select the **Manage** tab.

**step 2.** Click on **Column Organization**.
step 3. Select the column(s) to edit by clicking the checkbox to the left of the column.

step 4. Scroll to the top of the page and click the Change Category to… tab.

step 5. Select the designated category.
step 6. Then click Submit.