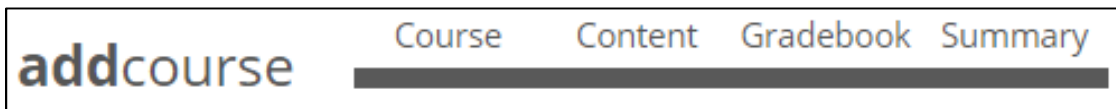


## Add a Course to Your vhlcentral Program

Before you set up a course, your students can view and complete all of the activities in the vhlcentral program by redeeming a code. However, students cannot see your assignment due dates, announcements, vhlcentral notifications, or voice boards, and you will not be able to track their results until you set up a course.

Adding a course is simplified by way of a step-by-step wizard that guides you through the creation process and concludes with a printable summary. After you create your first course, you can copy its settings to build other courses. (**Note that adding courses is not applicable to schools using VHL's RosterAssistant.**)

### Step 1: Course




In this step, you will name your course, identify the school at which the course will be taught, and set the start and end dates for the course.

1. From the left-hand side of the Courses dashboard, click “add +” for the school at which you would like to create your course.



2. Enter a name for your course.

 The Preview graphic (right-hand side) dynamically displays your course as it will appear to students during enrollment.

## New course

Setup > Course > Content > Gradebook > Summary

COURSE NAME

COPY DATE SETTINGS FROM...

START DATE

END DATE

This is a preview of the information seen by students when enrolling.


INSTRUCTOR	COURSE	SECTION
<input type="radio"/> Stracke		Section...
<input type="radio"/> Stracke, Lolita	Spanish 101a...	Section 1...
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 1...
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 2...
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 3...
<input type="radio"/> Stracke, Lolita	NH Course 1...	Section 1...
<input type="radio"/> Stracke, Lolita	NH Express 1...	Section 1...
<input type="radio"/> Stracke, Lolita	NH Express 1...	Section 2...

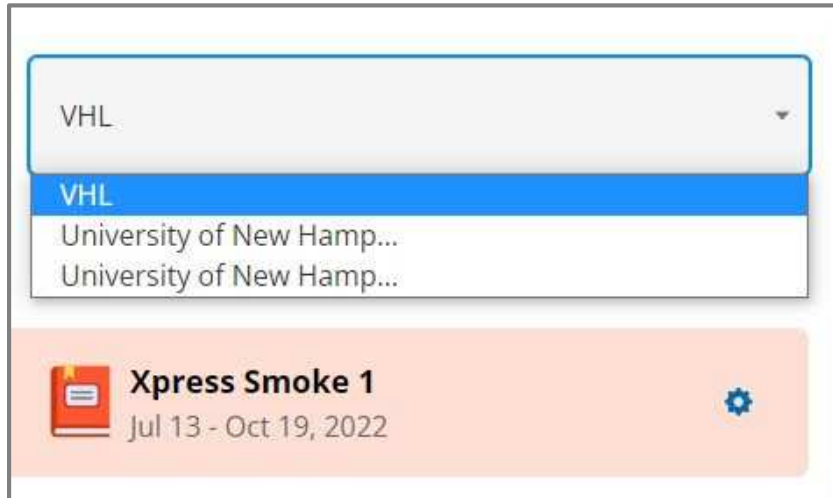
- From the “**Copy date settings from...**” drop-down menu, select one of the following:
  - A previous course (settings will be copied)
  - Basic course (commonly used settings)
  - Default settings (system defaults)

If this is your first course, the only options available will be **Default settings** and **Basic course**.

COPY DATE SETTINGS FROM...

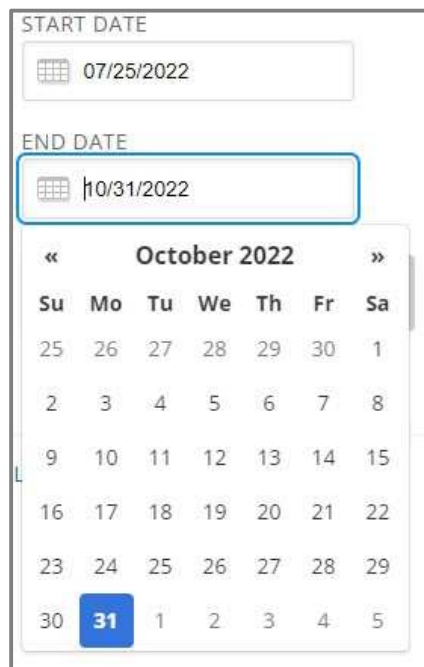
- Default settings
- Basic course
- Spanish 101a
- Xpress Smoke 1
- NH Course 1
- NH Express 1
- VHL Express 1
- NH 2 Course 2
- Xpress Delete NH2

-  If the desired school is not already chosen, go back to the dashboard and select a school from the School drop-down menu.



The screenshot shows a dropdown menu with 'VHL' selected. Below the menu, there are two options: 'VHL' and 'University of New Hamp...'. Below the menu is a course card for 'Xpress Smoke 1' with dates 'Jul 13 - Oct 19, 2022' and a settings gear icon.

4. Set dates by clicking on the Start and End date fields, navigating to the month of choice and selecting a date.



The screenshot shows two date selection fields: 'START DATE' with '07/25/2022' and 'END DATE' with '10/31/2022'. Below the fields is a calendar for 'October 2022' with the date '31' selected.

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	<b>31</b>	1	2	3	4	5

5. Click “next” to move to the Content step.

### Spanish 101, and Section A

Setup > Course > Content > Gradebook > Summary

COURSE NAME  
Spanish 101, and Section A

COPY DATE SETTINGS FROM...  
Default settings

START DATE  
07/25/2022

END DATE  
10/31/2022

< PREVIOUS    NEXT >

This is a preview of the information seen by students when enrolling.

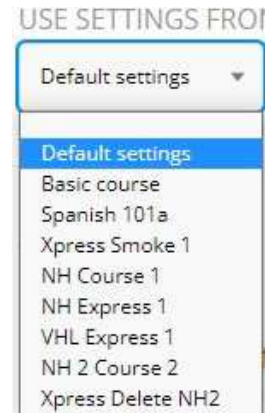
INSTRUCTOR	COURSE	SECTION
<input type="radio"/> Stracke	Spanish 101, and Section A	Section...
<input type="radio"/> Stracke, Lolita	Spanish 101a...	Section 1... <b>i</b>
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 1... <b>i</b>
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 2... <b>i</b>
<input type="radio"/> Stracke, Lolita	Xpress Smoke 1...	Section 3... <b>i</b>
<input type="radio"/> Stracke, Lolita	NH Course 1...	Section 1... <b>i</b>
<input type="radio"/> Stracke, Lolita	NH Express 1...	Section 1... <b>i</b>
<input type="radio"/> Stracke, Lolita	NH Express 1...	Section 2... <b>i</b>

## Step 2: Content



In this step, you will set the range of coverage for your course, indicate what level of vhlcentral access you expect students to have for your course, and select the settings for various student supports, including video and audio playback, technical support, and chat.

1. The “**Use Settings from...**” drop-down is preset to the last course you created or to the course selected in step 1 of the wizard. You may change the selection to another course by clicking on the drop-down menu and making a new selection.
2. Select the vhlcentral access level<sup>1</sup> that students are expected to have for the course.



**ACCESS LEVEL**


LEVELS

Select the level of access you expect your students to have for this course.

Supersite Plus (vText)

COMPONENTS

WebSAM (online Student Activities Manual)

 For select titles<sup>2</sup>, you may choose an access level with or without WebSAM, Cahier interactif, or eCuaderno (secondary education titles) components if applicable.

---

<sup>1</sup> Access level options include Supersite or Supersite Plus. For some programs, Supersite may be preselected as the only option (AP Spanish, *Revista* 4e, and *Temas*).

<sup>2</sup> *Aventuras* 4e, *Descubre* 2e 1-3, *Enlaces*, *Mosaik* 1-3, *Panorama* 4e, *Promenades* 2e, *Sag Mal*, and *Vistas* 4e.

**ACCESS LEVEL**

LEVELS  
Select the level of access you expect your students to have for this course.

Supersite Plus (vText)

COMPONENTS  
 eCuaderno

**ACCESS LEVEL**

LEVELS  
Select the level of access you expect your students to have for this course.

Supersite  Supersite Plus (vText)

COMPONENTS  
 WebSAM (online Student Activities Manual)

- Set the lesson coverage for your course by selecting a First lesson and Last lesson from the drop-down menus.



Depending on the lesson privileges of the code purchased by students, they may or may not be able to access other lessons.

**ASSIGNMENT SETTINGS**

LESSONS

Lección 1 ▾ — Lección 18 ▾

Lección 1  
Lección 2  
Lección 3  
Lección 4  
Lección 5  
Lección 6  
Lección 7  
Lección 8  
Lección 9  
Lección 10  
Lección 11  
Lección 12  
Lección 13  
Lección 14  
Lección 15  
Lección 16  
Lección 17  
Lección 18

TOOLS

Individualized Assigning

- To allow students to see English translations for vocabulary tutorial terms, click the checkbox.

**TRANSLATIONS**

Allow students to view English translations for terms in the Vocabulary Tutorials.

**ESTIMATED TIME**

Allow students to see the estimated time necessary to complete assignments.

- You can opt to display or hide estimated time to complete assigned activities.



By default, time estimation data is displayed in the assignment menu within the student dashboard.

- To assign an activity or an assessment to selected students in a section, click on the checkbox.

**ASSIGNING TOOLS**

Enable Individualized Assigning to manage assignments specifically for selected students.

- To allow students to read the transcripts of recorded audio, click the checkbox

**MEDIA SETTINGS**

**AUDIO SUPPORT**

**AUDIO TEXT**

Allow students to see transcripts of recorded audio.

- Select the student support settings that you wish to apply to video playback.
  - Subtitles
    - Target Language:** Students can opt to see target language subtitles.

- **Target Language/English:** Students can opt to see Target Language or English subtitles.
- **None:** Students cannot view subtitles.

VIDEO SUPPORT

SUBTITLES AND CLOSED CAPTIONS (CC)

Spanish [SEE EXAMPLE](#)

TRANSCRIPTS

None [SEE EXAMPLE](#)

- b. Transcripts:
- **Target Language:** Students can opt to see target language transcripts.
  - **Target Language/English:** Students can opt to see target language or English transcripts.
  - **None:** Students cannot view transcripts

9. In Student Support Requests, you can opt to allow students to contact you with questions about their submission scores (fill-in-the-blank questions only) or for general assistance with assignments.


- a. Allow students to submit to you assignment help requests, before their final attempt.

**STUDENT SUPPORT REQUESTS**

Allow students to submit to you assignment help requests, before their final attempt.

Allow students to submit to you assignment score review requests, after their final attempt.

- b. Allow students to submit to you assignment score review requests, after their final attempt.

 If you don't enable this option, students may still report content errors or technical problems to VHL Tech Support from the "Help" menu.



10. In Chat, you can opt to allow students to communicate using audio and video chat features. (Select only one.)
- a. **Never available:** When selected, disables **all** chat capabilities for students enrolled in your course, including Partner Chat activities.
  - b. **Only in Partner Chat activities:** When selected, enables chat capabilities for students enrolled in your course in Partner Chat activities only (default setting).

CHAT

TEXT AND VIDEO CHAT AVAILABILITY

Allow students and / or yourself to send text messages and share and record live video or audio.


Never available

Only in chat activities

Always available

- c. **Always available:** When selected, enables **all** chat capabilities for students enrolled in your course, including Partner and Live Chat.

11. Click “**next**” to move to the Gradebook step.

 You may return to the previous step to make changes by clicking the “**previous**” button.

### Step 3: Gradebook



In the “**Gradebook Categories**” section, you can begin to customize the layout and settings for your course gradebook. Your choices will determine the layout and grade calculations within your course Gradebook. You’ll begin with your course’s grading policy and create weighted categories for each portion of the policy. You’ll finish by customizing the settings for each category, including defining its organization within the gradebook and setting the number of allowable attempts, lateness penalties, strictness settings, and the grading method (credit versus graded) for assignments. To learn more, watch the [how-to tutorial video](#).

Before you begin, we recommend that you review the “**What is a category?**” tutorial which outlines the importance of gradebook categories to your assignments and your students’ grades.

Spanish 101, and Section A Need help? Chat with an agent.

Setup > Course > Content > Gradebook > Summary

USE CATEGORY SETTINGS FROM...

Default settings ▼

- Default settings
- Basic course
- Spanish 101a
- Xpress Smoke 1
- NH Course 1
- NH Express 1
- VHL Express 1
- NH 2 Course 2
- Xpress Delete NH2

...needs to be associated with a category.

The categories you create are used to calculate your students' final grades.

Category	Percentage
Practice	3.2%
Practice	4.0%
Practice	6.0%
Practice	9.2%
Practice	9.9%
Practice	3.3%
Practice	7.2%
Practice	68.5%
Practice	66.4%
Practice	69.9%
Practice	67.4%
Practice	68.5%
Practice	69.3%
Practice	60.7%

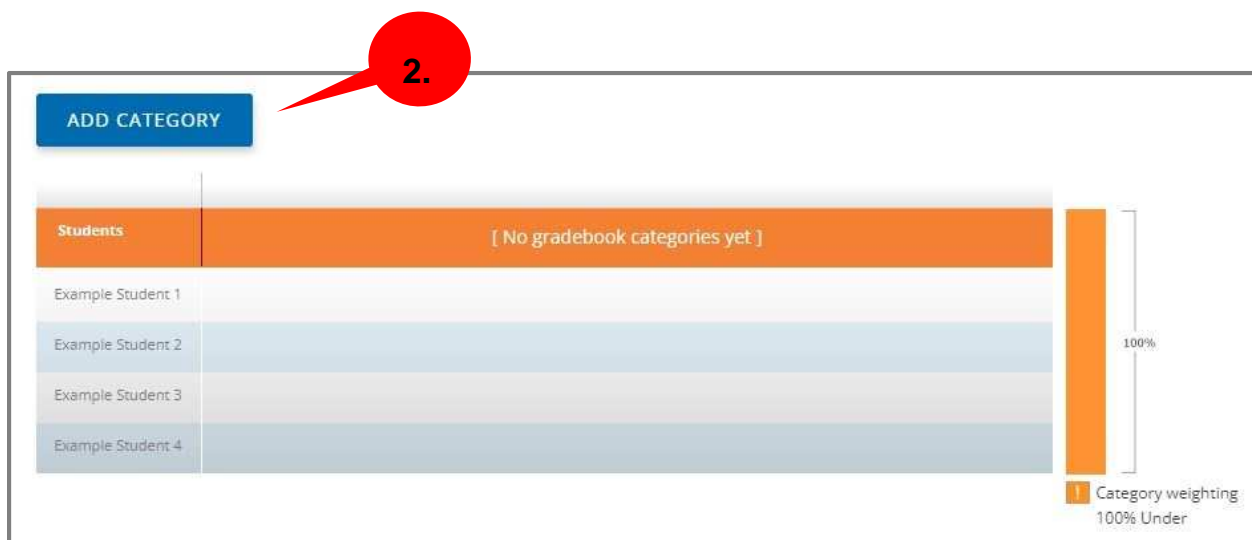
[GET STARTED](#)

 To close the tutorial, click the “**get started**” button or the “**hide tutorial**” link.

1. The “**Use category settings from...**” drop-down menu should be preset to the last course you created or to the course selected in step 1 of the wizard. If you are creating your first course, Default settings may be pre-selected. To chose something different, click the drop-down menu and make a new selection. Options include:
  - **A previous course:** this will copy the gradebook setup of the course selected. If you select this setting, you may skip to step 6.
  - **Default settings:** this allows you to build a gradebook setup to which you will manually add weighted categories. If you select this setting, continue to step 2.

- **Basic course:** this pre-set Gradebook contains a single unweighted category called “Homework.” If you select this setting, you may skip to step 6.

2. To add a new category, click the “**Add category**” button. If you are not adding any additional categories, but wish to edit the existing category settings, see “[Edit Course Categories](#)” for instructions.




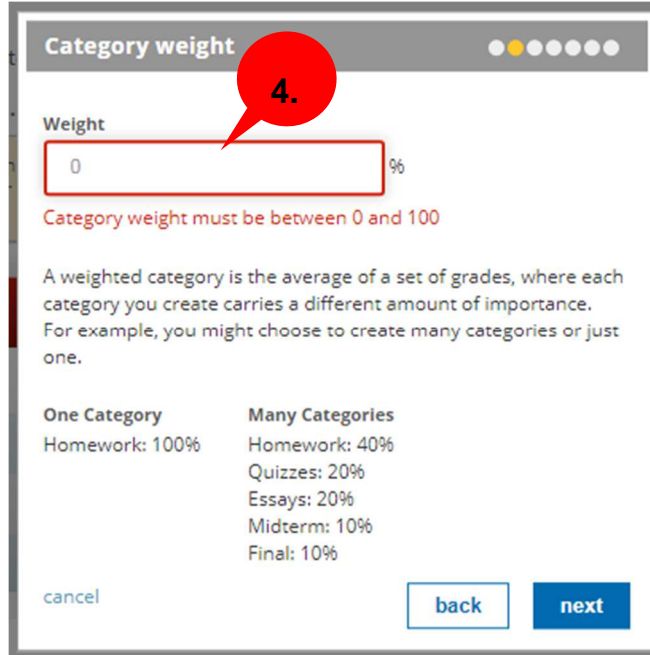
3. Enter a name for the category.

⚠ Names must be 15 characters or fewer.

The screenshot shows the "Add Category" dialog box. At the top, it says "Add Category" with a progress indicator of six dots, the first of which is filled. Below this is a "Name" input field with a placeholder "(15 character maximum)". A red callout bubble with the number "3." points to this input field. Below the input field, it says "This is a required field". Underneath, there is a section titled "Examples of categories:" with a list of examples: Homework, Quizzes, Essays, Midterm, Final, and Presentations. At the bottom left, there is a "cancel" link, and at the bottom right, there is a "next" button.

4. Enter a weight.

 Category weights must be whole numbers between 0-100.



**Category weight**

Weight

0 %

Category weight must be between 0 and 100

A weighted category is the average of a set of grades, where each category you create carries a different amount of importance. For example, you might choose to create many categories or just one.

One Category	Many Categories
Homework: 100%	Homework: 40%
	Quizzes: 20%
	Essays: 20%
	Midterm: 10%
	Final: 10%

cancel back next


5. Adjust the Grading and Lateness settings for the category to meet your course requirements.

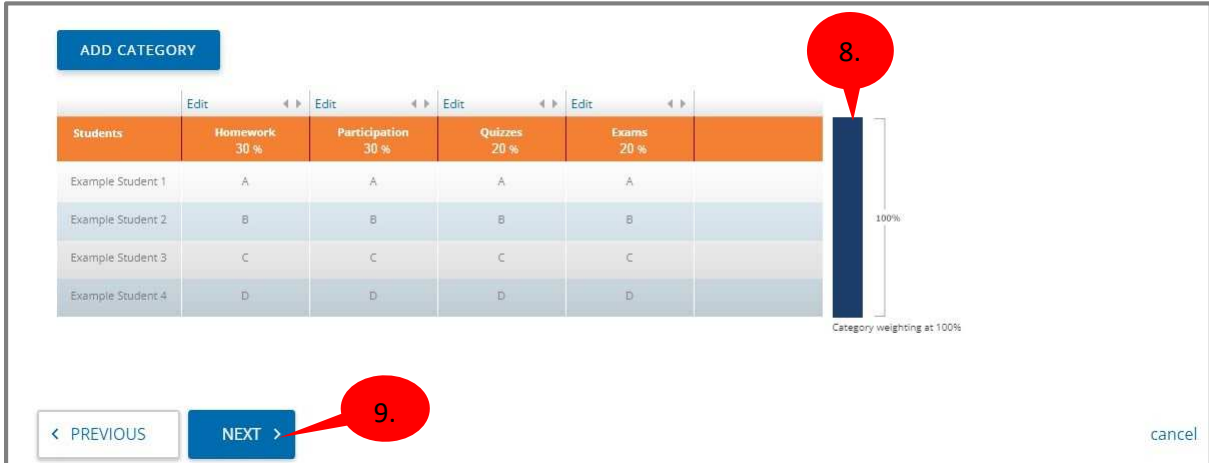
- Grading settings:** Number of allowable attempts; grading strictness on use of accents, capitalization, and punctuation; activate/deactivate enhanced feedback; set assignments to be graded or for credit only. For more details about grading settings, see [“Edit Course Categories.”](#)
- Lateness settings:** accept late assignment for credit or opt to give no credit for late assignments. For more details about late settings, see [“Adjust a Gradebook Category’s Lateness Settings.”](#)

6. Click **“save”** to apply settings and add the category.

7. Repeat steps 2–6 to add additional categories.

8. Make sure the categories’ weights total 100%.


 You may need to make adjustments by clicking into a category's weight field and entering an appropriate whole number.



Students	Homework 30 %	Participation 30 %	Quizzes 20 %	Exams 20 %	
Example Student 1	A	A	A	A	
Example Student 2	B	B	B	B	
Example Student 3	C	C	C	C	
Example Student 4	D	D	D	D	

< PREVIOUS    **NEXT >**    cancel

9. Click “**next**” to move to the Summary step.


 You may return to the previous step to make changes by clicking the “**previous**” button.

#### Step 4: Summary




In this step, you will review the summary of information regarding your new course, make adjustments before finalizing the course setup, print a summary for your records, and be prompted to create the first section for this course.

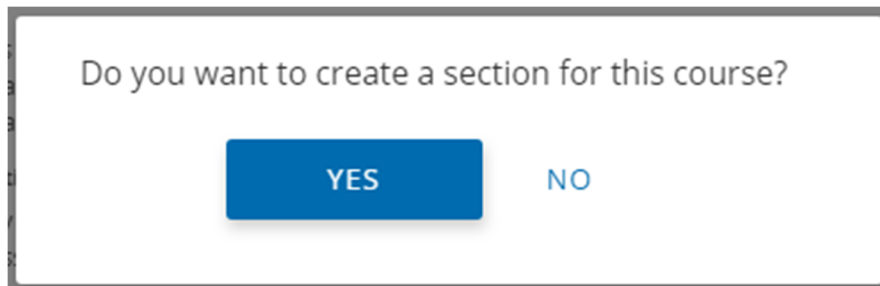
1. Review the details of the Summary step.

 Use the “previous” button or click on a wizard step in the progress bar to make adjustments.

2. To print a copy of your course summary, click “**generate pdf.**”

3. Click “**save.**”
4. When prompted, select “**yes**” to create a section for this course. The system will continue to prompt you to create additional sections until you click “**no**”.

 If you plan to return later to add sections, see “[Add a Section to Your Course](#)” for instructions or watch the [how-to tutorial video](#).



Do you want to create a section for this course?

YES NO

## Add a Section to Your Course

The course creation process is not complete until you add a section (an individual class) to your course. Each course may contain one or many sections (K-12 schools using automated rostering via RosterAssistant are limited to one section per course). Students and assignments comprise each section.

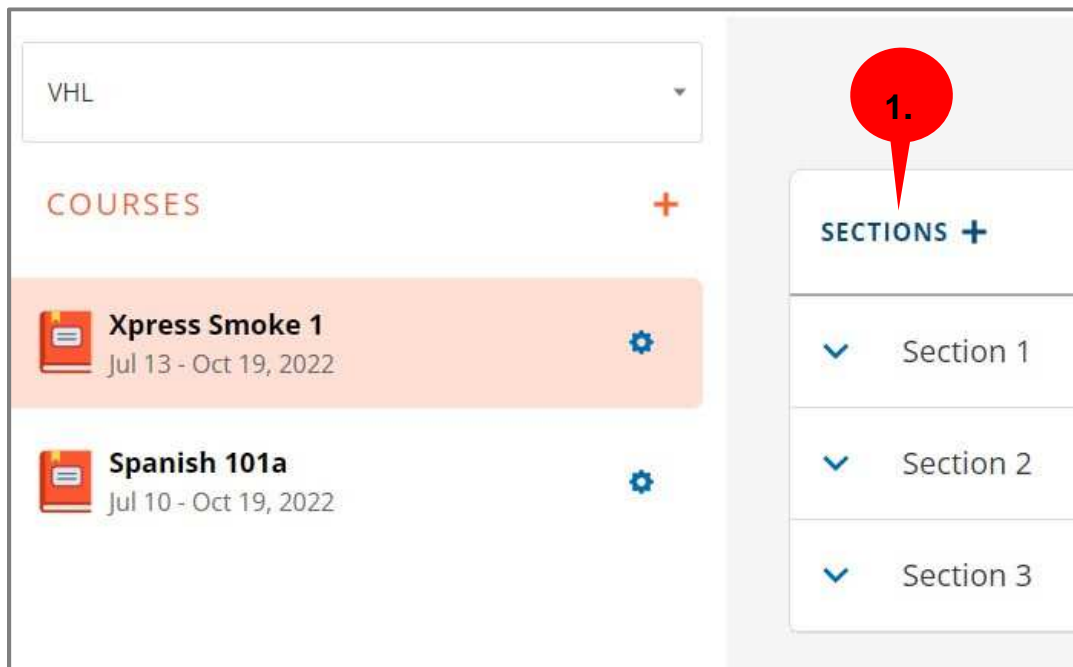
Adding a section to your course is simple. You will name the section, opt to copy settings and assignments from existing sections, allow student enrollment and visibility of upcoming assignments, set a due time, and, if applicable, build an instructor team. After you create your first section, you will be prompted to create others. (**Note that adding sections is not applicable to schools using RosterAssistant.**)




**Add section**

Course - Spanish 101 - Fall2020 [Preview as student](#)

1. From the Courses dashboard, click “**SECTIONS +**” for the course in which you would like to create a section.




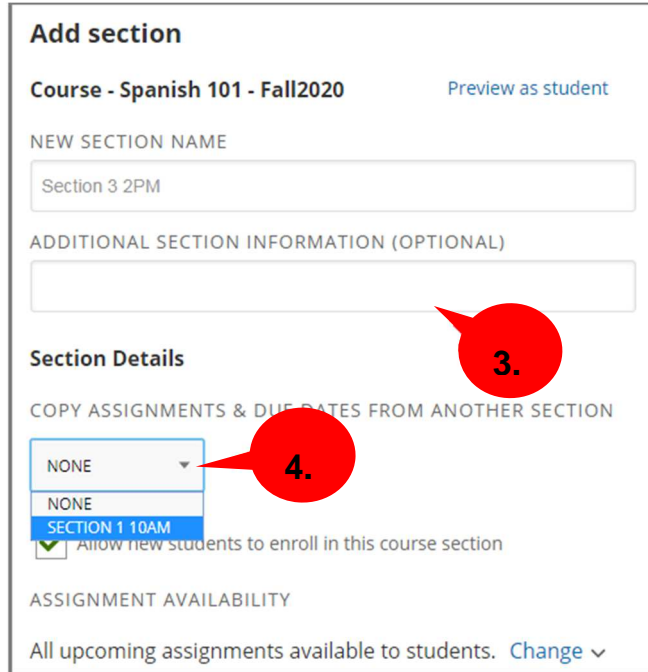
2. Enter a name for your section.

 The Preview graphic (top) dynamically displays your course section as it will appear to students during enrollment.

A screenshot of the 'Add section' form. At the top, it says 'Add section' and 'Course - Spanish 101' with a 'Preview as student' link. A red callout bubble with the number '2.' points to the 'NEW SECTION NAME' input field, which contains 'Section A'. Below this is an 'ADDITIONAL SECTION INFORMATION (OPTIONAL)' input field. A 'Need help? Chat with an agent.' link is visible on the right.

3. Enter additional section information (such as meeting location, days, and time) to help distinguish it from others.
4. From the Copy Assignments & Due Dates from Another Section drop-down menu, select a section whose settings you wish to copy to create the new section.

 If this is your first section, the only option available is System Defaults.



**Add section**

Course - Spanish 101 - Fall2020 [Preview as student](#)

NEW SECTION NAME

Section 3 2PM

ADDITIONAL SECTION INFORMATION (OPTIONAL)

**Section Details**

COPY ASSIGNMENTS & DUE DATES FROM ANOTHER SECTION

NONE

NONE

SECTION 1 10AM

Allow new students to enroll in this course section


ASSIGNMENT AVAILABILITY

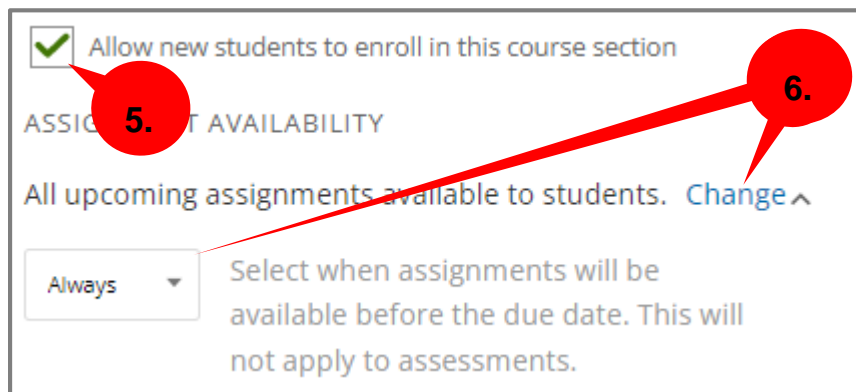
All upcoming assignments available to students. [Change](#) v

Callout 3 points to the 'ADDITIONAL SECTION INFORMATION (OPTIONAL)' field.

Callout 4 points to the 'SECTION 1 10AM' option in the dropdown menu.

5. Allow or block student enrollement to new section.

 This control is easily accessible when accessing each of the section's panels in the course dashboard.



Allow new students to enroll in this course section

ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change](#) ^

Always

Select when assignments will be available before the due date. This will not apply to assessments.

Callout 5 points to the 'Allow new students to enroll' checkbox.

Callout 6 points to the 'Change' link.

6. To make all upcoming assignments available to students, click the Change link. The drop-down menu is then accessible to select days or weeks before the assignments' due date.



7. Using the drop-down menus, select a due time for assignments and confirm your time zone.

ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change](#) ▾

**Schedule**


DUE TIME TIME ZONE

(GMT-05:00) EASTERN TIME (US & CANADA) ▾

Select the days your section meets

Sun
  Mon
  Tue
  Wed
  Thu
  Fri
  Sat

8. Indicate the days of the week on which your section meets; these days are highlighted in your section’s assignment Calendar.
9. Use **Add/Edit Additional Instructors** to build an instructor team.
  - a. Indicate whether you want your name to appear in the course information that students see when enrolling.

 Names in the “Additional Instructor(s)” list are instructors at your school with access to vhlcentral for your textbook.

- b. For each member of this section’s team, assign a control level from the drop-down menu beside the instructor’s name and email address.

- **Co-instructor:** Grants full control to the individual to manage the section, but does not grant rights to change the course or course section setup.
- **Assistant:** Grants management rights to the individual to any items in the section’s Grades and Communication areas and grants viewing rights to all other areas of the course section.

**Instructor** ⓘ

Instructor Lolita Stracke

Co-instructor Zona Durgan

Co-instructor Elise Herzog

[Add/Edit Additional Instructors](#)

Do not show my name to students

ASSISTANT

Zona Durgan (admin\_instructor@vistahigherlearning.com)

Co-instructor ▾

Elise Herzog (rf\_instructor@vistahigherlearning.com)

Co-instructor ▾

**UPDATE** **CANCEL**

10. When selecting the co-instructor option from the drop-down menu, you may enable content creation permissions. Co-instructors (with permission) can create IGC activities and assessments. Assistants do not have this as an option.

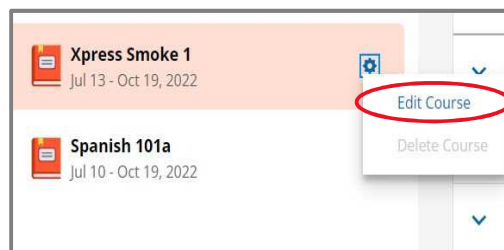
The screenshot shows a form for managing instructors. At the top, there is a section for 'Instructor' with a dropdown menu. Below this, there is a table of instructors and co-instructors. The first row shows 'Instructor' as 'Lolita Stracke' with email 'lolita\_stracke@vistahigherlearning.com'. The second row shows 'Co-instructor' as 'Zona Durgan' with email 'admin\_instructor@vistahigherlearning.com' and a status of 'Can edit content'. The third row shows 'Co-instructor' as 'Elise Herzog' with email 'elise\_herzog@vistahigherlearning.com' and a status of 'Cannot edit content'. Below the table, there is a section for 'Add/Edit Additional Instructors' with a checkbox for 'Do not show my name to students'. There are two rows of instructor selection. The first row shows 'Data Admin' with email 'data\_admin@vistahigherlearning.com' and a dropdown menu. The second row shows 'Zona Durgan' with email 'admin\_instructor@vistahigherlearning.com' and a dropdown menu set to 'Co-instructor'. Below this, there is a checkbox for 'Enable Content Creation Permissions' which is checked. The third row shows 'Elise Herzog' with email 'elise\_herzog@vistahigherlearning.com' and a dropdown menu set to 'Co-instructor'. Below this, there is a checkbox for 'Enable Content Creation Permissions' which is unchecked. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons.

## Adjust Your Course

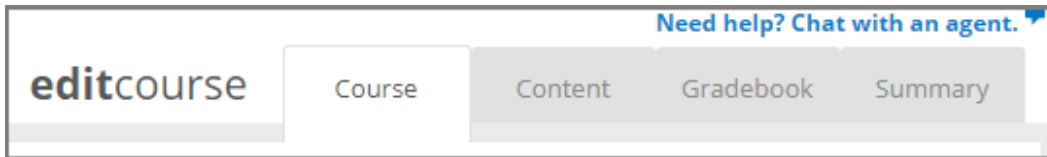
Some functionality may be pre-set or disabled for schools using RosterAssistant.

### Edit a Course

1. From the Courses dashboard, select **“Edit Course”** from the course’s actions menu.



2. Click through to the desired wizard pages by clicking on **“Courses,” “Content,” “Gradebook,”** or **“Summary.”** You may also click on the **“next”** buttons within each step.



3. Make desired changes to the settings or information. See instructions for "[Add a Course](#)" for more details.
4. Click the "**save changes**" button on the wizard page to apply adjustments.



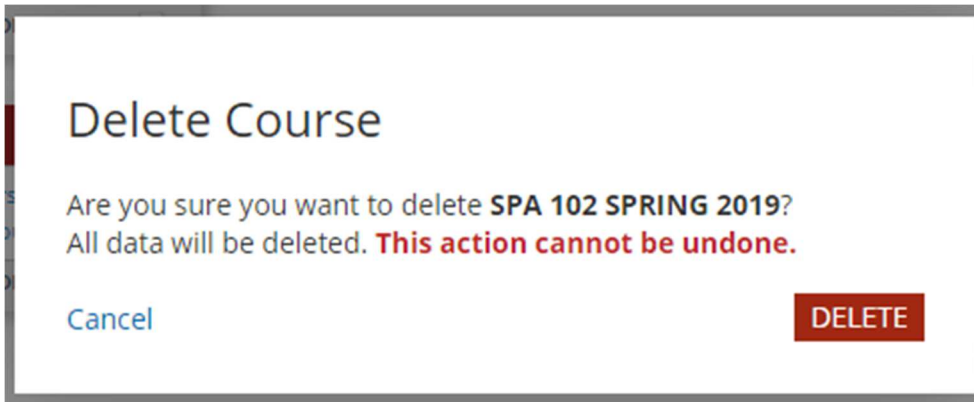
5. Click "**cancel**" when done.


## Delete a Course

1. From the Courses dashboard, select "**Delete Course**" from the course's actions menu.



2. When prompted, click **OK** to confirm.



 If you have assigned activities and students scores populated in each section of the course, you will see a flash message alert asking you to delete each section individually.

## Edit Course Gradebook

### *Adjust a Gradebook Category's Grading Settings*

The Grading settings for a category determine how the assignments in a category will be graded upon submission by a student enrolled in your course. To adjust a course category's Grading settings, you must first select Edit Course from the Courses dashboard.

From the Gradebook section in EditCourse:


1. Click on the Edit menu for the category ("Edit" in column header) and select **Edit Category**.

Students	Edit Delete Category	Participation 30 %	Quizzes 20 %	Exams 20 %
Example Student 1	A	A	A	A
Example Student 2	B	B	B	B
Example Student 3	C	C	C	C
Example Student 4	D	D	D	D


2. Use the drop-down menu to select the maximum number of attempts.

The screenshot shows the 'Edit Category' dialog box with the following details:


- Name:** Homework
- Weight:** 30%
- Grading Tab:** Active
- Maximum attempts:** A dropdown menu is open, showing options: 1, 2 (default), 3, 4, 5, 6, 7, 8, 9, and Unlimited. A red circle with the number '2' highlights the '2 (default)' option.
- Feedback:** Radio buttons for 'Don't provide students with enhanced feedback' and 'Provide students with enhanced feedback'.
- Assignments in this category will be:** Radio buttons for 'For a grade' (selected), 'Credit/no credit', and 'None'.
- Number of lowest grades dropped:** 0 (default)
- Buttons:** 'done' button at the bottom.

 By default, the system allows two attempts except for assessment items.


3. Indicate the grading strictness to use on fill-in-the-blank assignments.

 By default, the vhlcentral program requires only accents to match exactly.

4. Indicate whether or not you would like students to see their errors noted on fill-in-the-blank assignments.

 This feature is called **“Fill-in-the-blank Feedback.”** By default, the vhlcentral program marks student errors after the first attempt.

5. Indicate if students should receive full credit regardless of their performance-based score (i.e., score is 100% regardless of the number of correct answers).

 By default, the vhlcentral program calculates scores based on student performance.

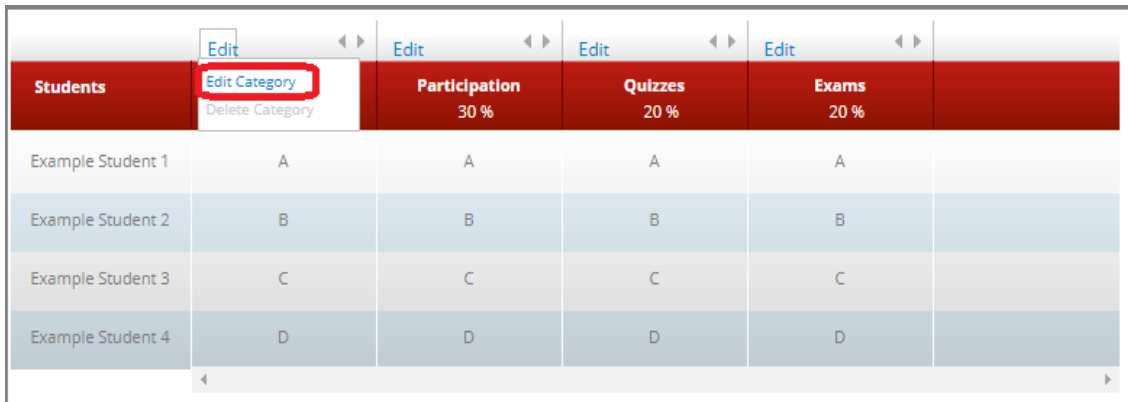
6. Click **“done”** to apply setting changes.

## Adjust a Gradebook Category's Lateness Settings

The Lateness settings for a category determine how the assignments in a category will be graded upon late submission by a student enrolled in your course. To adjust a course category's Lateness settings, you must first select Edit Course from the Courses dashboard.

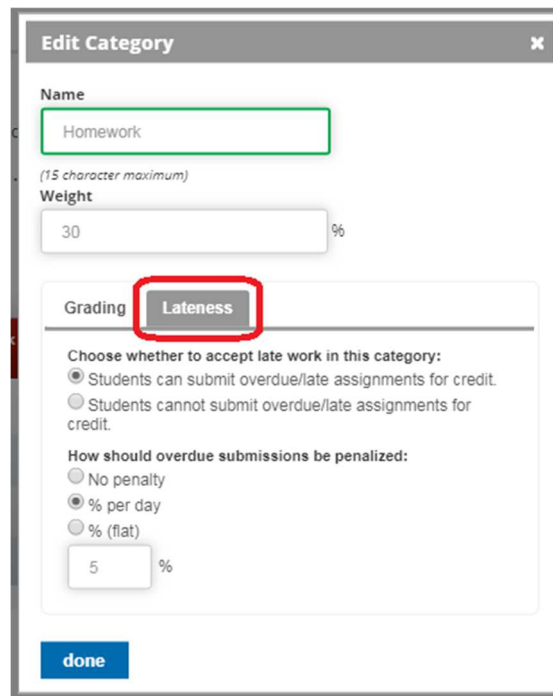
From the Gradebook section in EditCourse:

1. Click on the Edit menu for the category ("Edit" in column header) and select **Edit Category**.



Students	Participation 30 %	Quizzes 20 %	Exams 20 %
Example Student 1	A	A	A
Example Student 2	B	B	B
Example Student 3	C	C	C
Example Student 4	D	D	D

2. Click the **"Lateness"** tab to view and adjust settings.



**Edit Category**

Name  
Homework  
(15 character maximum)

Weight  
30 %

Grading **Lateness**

Choose whether to accept late work in this category:

- Students can submit overdue/late assignments for credit.
- Students cannot submit overdue/late assignments for credit.


How should overdue submissions be penalized:

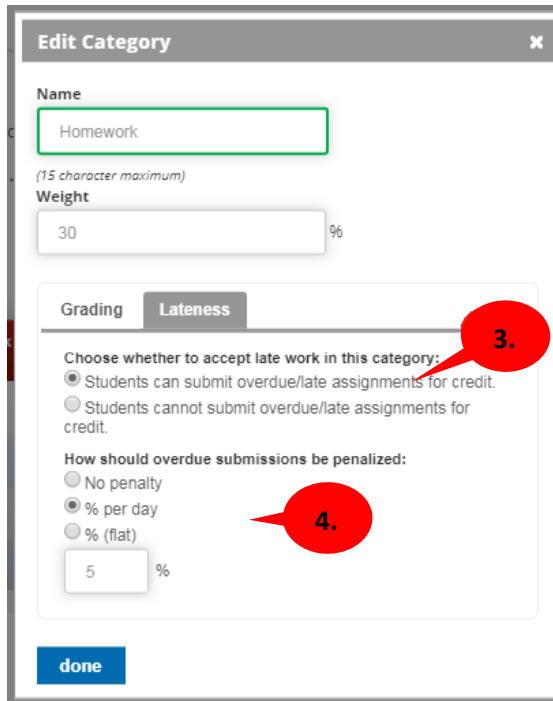
- No penalty
- % per day
- % (flat)

5 %

done

3. To allow students to submit late work and automatically receive partial credit, select **“Students can submit overdue assignments for credit.”**

 By default, students cannot submit assignments late and receive any credit; their grade would be 0%.



**Edit Category**

Name  
Homework  
(15 character maximum)

Weight  
30 %

Grading **Lateness**

Choose whether to accept late work in this category:

- Students can submit overdue/late assignments for credit.
- Students cannot submit overdue/late assignments for credit.


How should overdue submissions be penalized:

- No penalty
- % per day
- % (flat)

5 %

done

4. You must select a penalty to apply.
  - **“No penalty”**
  - **“% per day”**: enter a whole number for the % per day late
  - **“% (flat)”**: enter a whole number for the % (flat).

 Penalty deduction rates must be a whole number between 0–100.

5. Click **“done”** to apply setting changes.




## Change the Name and the Weight Value of a Gradebook Category

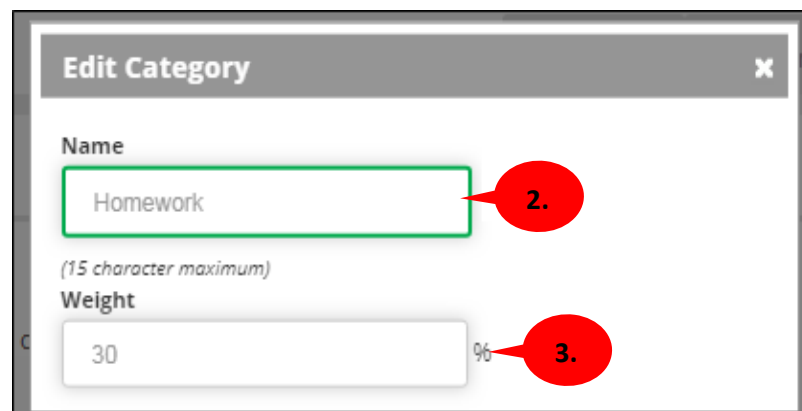
From the Gradebook section in EditCourse:

1. Click on the Edit menu for the category (“Edit” in column header) and select **Edit Category**.



Students	Participation 30 %	Quizzes 20 %	Exams 20 %
Example Student 1	C	D	C
Example Student 2	A	B	C
Example Student 3	A	D	A
Example Student 4	B	A	C

2. Enter a new name for the category.  
 Names must be 15 characters or fewer.



**Edit Category** [X]

Name  
 2.

(15 character maximum)

Weight  
 % 3.


3. Enter the weight value for the category.

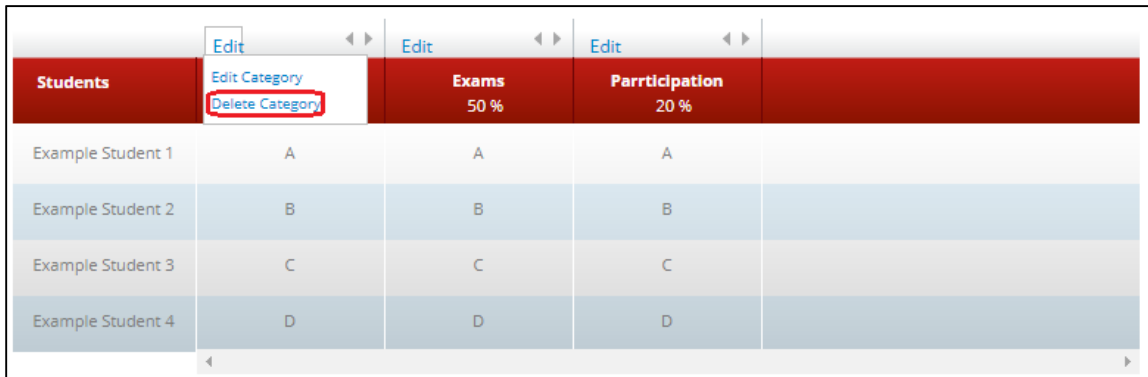
4. Click “done.”

### ***Delete a Gradebook Category***

From the Gradebook section in EditCourse:

1. Click on the Edit menu for the category (“Edit” in column header) and select **Delete Category**.

 You cannot delete a category if it has assignments posted to it.

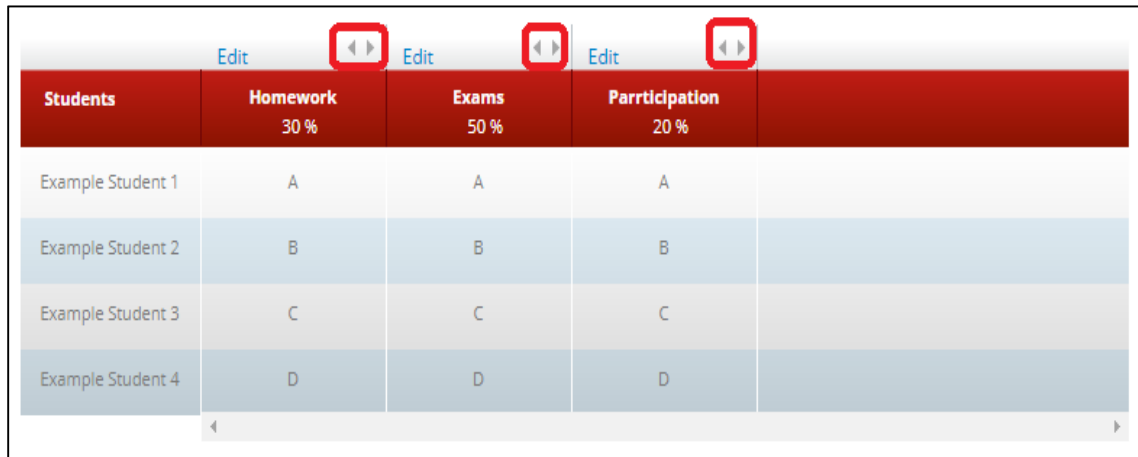


Students	Edit	Edit	Edit
	Edit Category Delete Category	Exams 50 %	Parrticipation 20 %
Example Student 1	A	A	A
Example Student 2	B	B	B
Example Student 3	C	C	C
Example Student 4	D	D	D

### ***Reorder the Gradebook Categories***

From the Gradebook section in EditCourse:

1. Click the right or left arrow icons in the category’s column header.



Students	Edit	Edit	Edit
	Homework 30 %	Exams 50 %	Parrticipation 20 %
Example Student 1	A	A	A
Example Student 2	B	B	B
Example Student 3	C	C	C
Example Student 4	D	D	D

2. Repeat step 1 until all categories are in the desired order.  
This order determines the order in which the categories appear in your Gradebook.