There are three reasons to use Categories in the Sakai Gradebook:

1. You have a large number of similar items which you want to group together in order to make organization of your Gradebook easier (use Categories only option).
2. You wish to drop lowest or keep highest score(s) in a series of items (use Categories only option if no weighting is needed). **Note:** All items in a drop-lowest/keep-highest category must be worth the same number of points.
3. You want to weight your grades (use Categories and Weighting option)

The use of either Categories option requires you to categorize every item in your Gradebook, including single items and extra credit items.

Assume a scenario in which you have a categorized, non-weighted Gradebook with the following categories and items and you are using points as the basis for your grading.

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Assignment 1</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Assignment 2</td>
<td>10</td>
</tr>
<tr>
<td>Journals</td>
<td>Journal 1</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Journal 2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Journal 3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Journal 4</td>
<td>5</td>
</tr>
<tr>
<td>Term Paper</td>
<td>Term Paper</td>
<td>20</td>
</tr>
<tr>
<td>Exams</td>
<td>Midterm Exam</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Final Exam</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 = Total Points</td>
</tr>
</tbody>
</table>

It is more efficient to create Gradebook categories before creating Gradebook items since items can then be assigned categories as they are created. However, if Gradebook items have been created before creating Gradebook categories, the items can be assigned to the categories after the fact.

1. To begin creating categories, click on the **Gradebook Setup** button in your Gradebook menu.

![Gradebook Setup button](image)
2. Under the **Categories & Weighting** heading, click the radio button for **Categories only**.

**Gradebook Setup**

* means required

**Grade Entry**

How will graders enter grades into this gradebook?

- Points
- Percentages

**Gradebook Items Display**

- Display released Gradebook Items to students
  - You can release a gradebook item when creating or editing the gradebook item.

**Categories & Weighting**

- No categories
- Categories only
- Categories & Weighting

- Enable Drop Highest
- Enable Drop Lowest
- Enable Keep Highest

To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Clicking on the Categories only radio button opens a Category matrix in which you can enter all the categories needed for your Gradebook.

<table>
<thead>
<tr>
<th>Category</th>
<th>Extra Credit</th>
<th>Gradebook Items</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Add a Category

Save Changes  Cancel
3. Enter your first category, e.g., Assignments, and then click on the Add a Category heading to continue adding the rest of your categories (Journals, Term Paper, and Exams). Once your categories are created, click on Save Changes.

Categories & Weighting

- No categories
- Categories only
- Categories & Weighting

<table>
<thead>
<tr>
<th>Category</th>
<th>Extra Credit</th>
<th>Gradebook Items</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td></td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Journals</td>
<td></td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Term Paper</td>
<td></td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
<tr>
<td>Exams</td>
<td></td>
<td>0 item(s)</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Click on Add a Category to open a blank category box.

4. When you click on Save Changes a note will appear at the top of the Gradebook Setup page noting that your changes have been saved. You are now ready to add gradebook items and assign them to categories.

Creating and Assigning Gradebook Item(s) to Categories

1. Click on Gradebook Item(s) in the Gradebook menu.

2. Your Gradebook Items view will contain only the categories you have created. The categories appear in bold typeface.

Sakai ver. 10 - Gradebook
Instructional Technology and Research Support (ITRS) Revised 9/2/2015
Gradebook with Categories – Points-Based

To add items to your categories, click on Add Gradebook Item(s). Begin with your first item, e.g., Assignments 1.

1. Click on Add Gradebook Item.
2. Add a **Title** (Assignment 1) and **Point Value** (10) for your first gradebook item. Choose a Category, i.e., Assignments, from the dropdown list of categories which will include all the categories you have created.

**Gradebook Items** > **Add Gradebook Item(s)**

Submit this form to add gradebook item(s) to the gradebook.

* means required

- **Title**: Assignment 1
- **Gradebook Item Point Value**: 10
- **Category**: Assignments
- **Due Date (mm/dd/yy)**: 
- **Release this item to Students**: ✓
- **Include this item in course grade calculations**: ✓
- **Extra Credit**: 

Click on the arrow in the dropdown box and choose the appropriate category from the list, e.g., Assignments.

When using Categories the, "Include this item in course grade calculations", choice is not checked by default. Check this box to include this item in the calculation of the course grade.

Continue to add items to the Gradebook and assign them to the appropriate categories.

Sakai ver. 10 - Gradebook
Instructional Technology and Research Support (ITRS) Revised 9/2/2015
3. After you have created and added all your Gradebook items to categories click on the Add Item(s) button. This will take you back to your your Gradebook Items page will appear as below.

<table>
<thead>
<tr>
<th>Title*</th>
<th>Category title.</th>
<th>Due Date</th>
<th>Re</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Journals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal 1</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal 2</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal 3</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal 4</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term Paper</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Paper</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click a title to view complete details and to grade the item.
Assigning Previously-Created Gradebook Item(s) to Categories

If you have already created your Gradebook items before you have created your Categories you can assign the gradebook items to categories after the fact. Create your categories as indicated above in steps 1 through 4. After the categories are created the Gradebook Items page will show the newly created categories but the gradebook items will be listing under the **Unassigned** category.

1. Click on the **Edit** button.

   ![Gradebook Items Summary](image-url)

   - **Assignments**
   - **Exams**
   - **Journals**
   - **Term Paper**
   - **Unassigned**
     - Assignment 1
     - Assignment 2
     - Final Exam
     - Journal 1
     - Journal 2
     - Journal 3
     - Journal 4
     - Midterm Exam
     - Term Paper

   - Click on the **Edit** button to assign the item to a category.

2. In the Edit: page, assign your gradebook item to a category via the **Category** dropdown menu and click on the **Include this item in course grade calculations** box.
3. Click on **Save Changes**.
4. Repeat this process for each gradebook item that is not yet assigned to a category until you have all your gradebook items under the appropriate category headings.

If you use categories in your Gradebook you will see an extra column in your **All Grades** spreadsheet view of the Gradebook for each category you have created. The Category column shows the grade for the category as a percentage and calculates that percentage based only on graded items in that category.