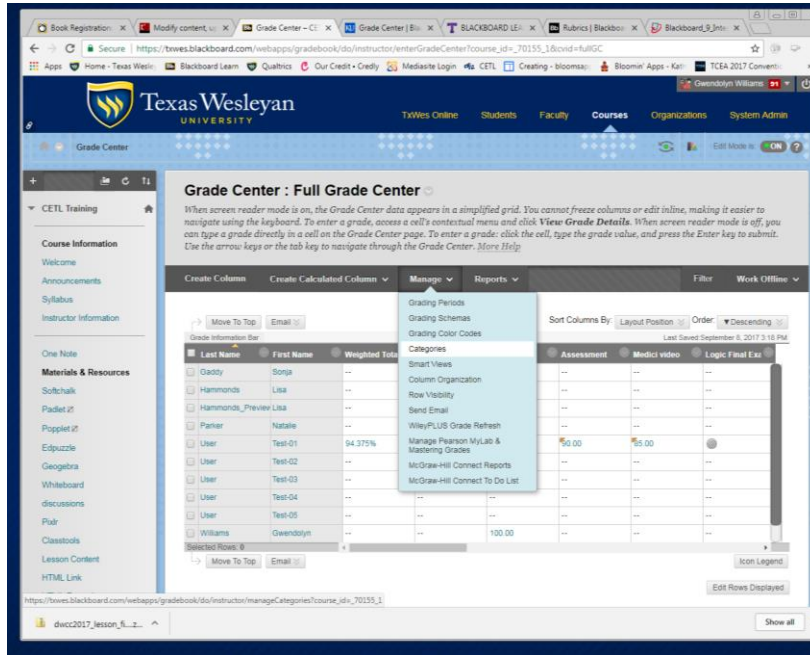Setting up Categories

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. **Choose Manage/Categories**

Choose **Create Category**

Submit