

### Administration

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## Step 1

Click on **'Gradebook Setup'** in the **"Administration"** block under the **"Navigation"** block in your course.

Gradebook setup

### Gradebook setup

Name	Max grade	Actions
Financial Accounting	-	<a href="#">Edit</a>
Assignment	100.00	<a href="#">Edit</a>
<b>Course total</b> Simple weighted mean of grades.	<b>100.00</b>	<a href="#">Edit</a>

[Save changes](#)

[Add grade item](#) [Add outcome item](#) **[Add category](#)**

## Step 2

To add a new category to grade book, click **'Add category'**.

▾ **Grade category**  
 Category name ⓘ Participation  
 Aggregation ⓘ Simple weighted mean of grades ▾  
 Show more...

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▾ **Category total**  
 Grade type ⓘ Value ▾  
 Scale ⓘ Use no scale ▾  
 Maximum grade ⓘ 100  
 Minimum grade ⓘ 0  
 Hidden ⓘ  
 Locked ⓘ  
 Weight adjusted ⓘ  
 Weight ⓘ 0  
 Show more...

## Step 3

Put in your name for the first category.

Change the grade type and the maximum grade.

Continue to add more categories when needed by clicking **'Add category'**.

Finally, click **'Save changes'**.

Gradebook setup

Name	Max grade	Actions	Select
■ Financial Accounting	-	<a href="#">Edit</a> ▾	<a href="#">All / None</a>
┆ Assignment	100.00	<a href="#">Edit</a> ▾	<input type="checkbox"/>
┆ Participation	-	<a href="#">Edit</a> ▾	<a href="#">All / None</a>
┆ Participation total Simple weighted mean of grades.	100.00	<a href="#">Edit</a> <a href="#">Edit calculation</a>	
┆ Course total Simple weighted mean of grades.	100.00	<a href="#">Hide</a>	

Move selected items to  ▾

## Step 4

Select **'Edit'** next to **"Participation total"** to make changes.