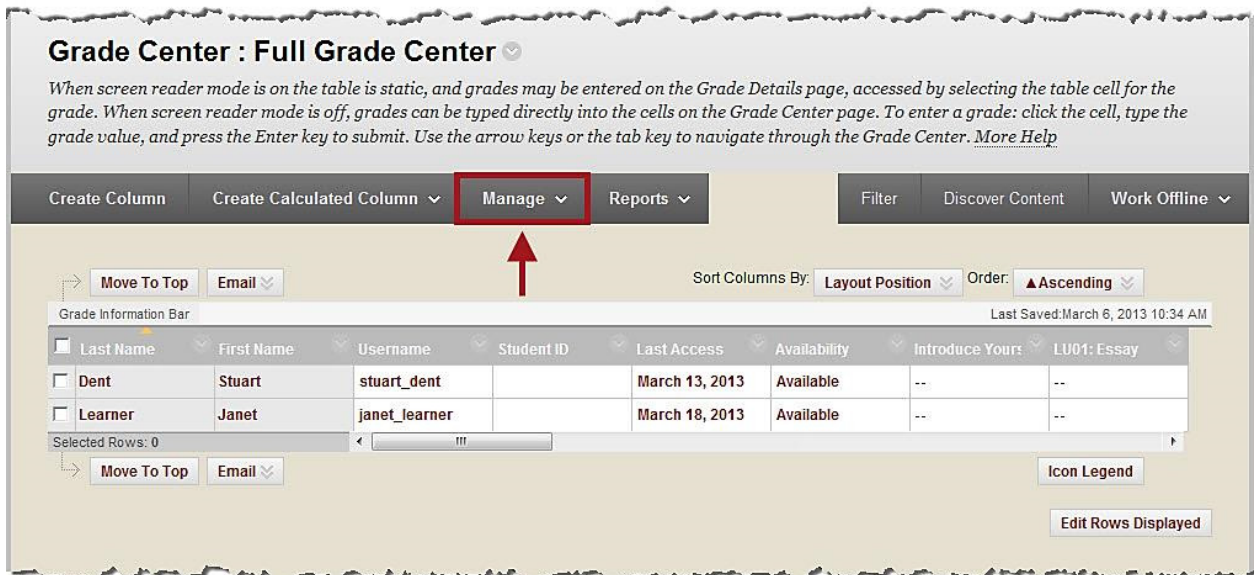


Faculty Tutorial:
Grade Center: Add a Category

Purpose: To show faculty how to add a “Category” to the “Grade Center” in MyHills.

From within “Grade Center,” hover your cursor over “**Manage.**”

Note: See the tutorial “Access the Grade Center” to learn how to access the “Grade Center.”



Grade Center : Full Grade Center ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ **Manage ▾** Reports ▾ Filter Discover Content Work Offline ▾

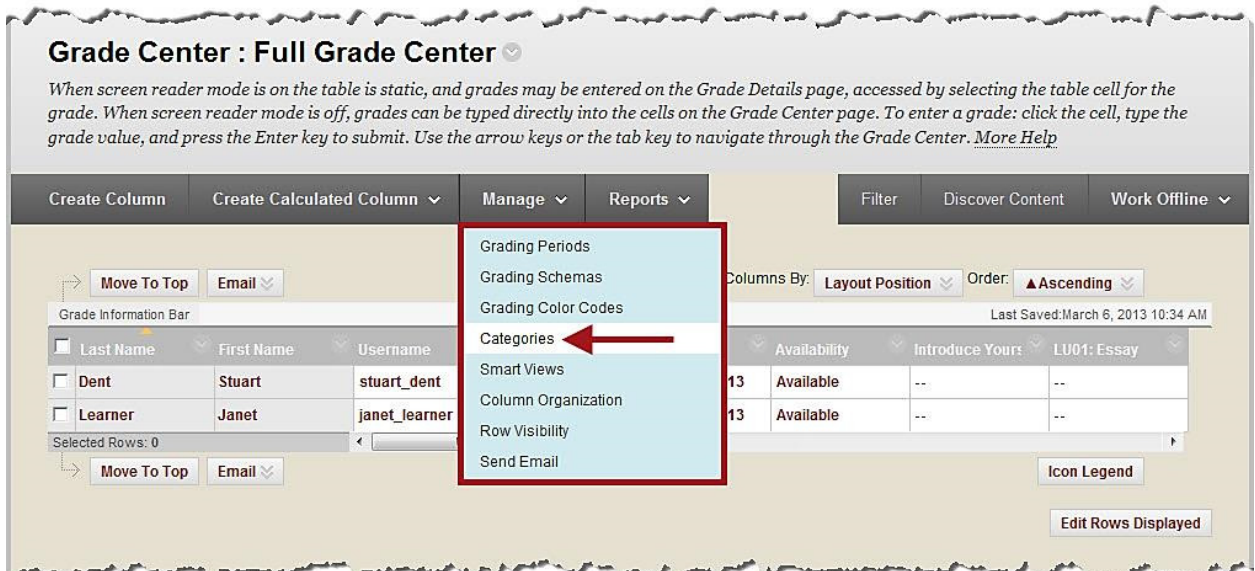
Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▲ Ascending ▾

Grade Information Bar Last Saved: March 6, 2013 10:34 AM

| <input type="checkbox"/> | Last Name ▾ | First Name ▾ | Username ▾ | Student ID ▾ | Last Access ▾ | Availability ▾ | Introduce Your ▾ | LU01: Essay ▾ |
|--------------------------|-------------|--------------|---------------|--------------|----------------|----------------|------------------|---------------|
| <input type="checkbox"/> | Dent | Stuart | stuart_dent | | March 13, 2013 | Available | -- | -- |
| <input type="checkbox"/> | Learner | Janet | janet_learner | | March 18, 2013 | Available | -- | -- |

Selected Rows: 0 Move To Top Email ▾ Icon Legend Edit Rows Displayed

In the sub-menu that opens, click “**Categories.**”



Grade Center : Full Grade Center ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ **Manage ▾** Reports ▾ Filter Discover Content Work Offline ▾

Move To Top Email ▾ Columns By: Layout Position ▾ Order: ▲ Ascending ▾

Grade Information Bar Last Saved: March 6, 2013 10:34 AM

| <input type="checkbox"/> | Last Name ▾ | First Name ▾ | Username ▾ | Student ID ▾ | Last Access ▾ | Availability ▾ | Introduce Your ▾ | LU01: Essay ▾ |
|--------------------------|-------------|--------------|---------------|--------------|---------------|----------------|------------------|---------------|
| <input type="checkbox"/> | Dent | Stuart | stuart_dent | | 13 | Available | -- | -- |
| <input type="checkbox"/> | Learner | Janet | janet_learner | | 13 | Available | -- | -- |

Selected Rows: 0 Move To Top Email ▾ Icon Legend Edit Rows Displayed

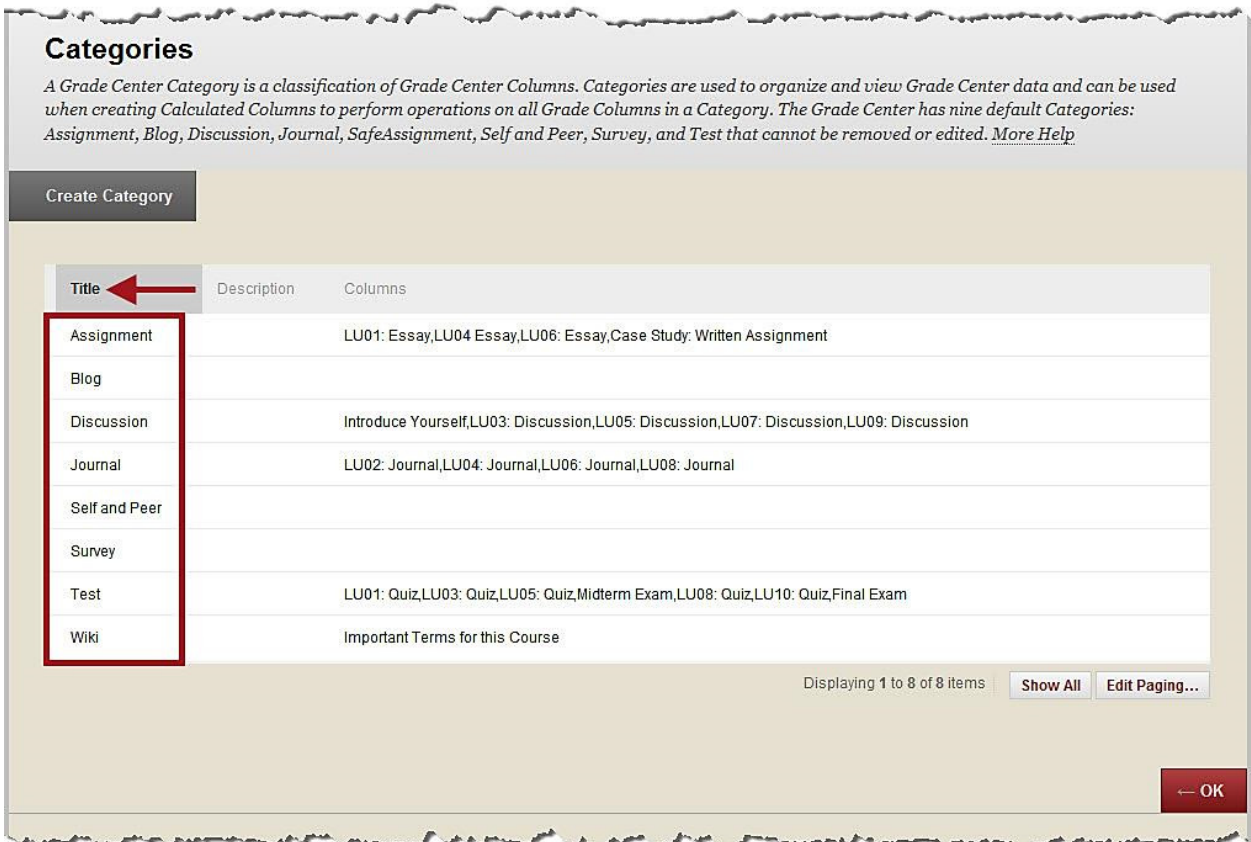
- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories** ←
- Smart Views
- Column Organization
- Row Visibility
- Send Email

The "Categories" page will open.



All of the categories that have been created for your course will appear under "Title."

Note: The "Grade Center" creates the following default categories automatically: "Assignment," "Blog," "Discussion," "Journal," "Self and Peer," "Survey," "Test," and "Wiki."



For every gradable item created in MyHills, a “Column” is created and assigned to a “Category” *automatically* in the Grade Center. These columns will be listed to the right of their assigned categories under “Columns.”

Note: Do not be alarmed if empty “Categories” appear in the list. Remember, MyHills creates several categories by default, even if there are not any “Columns” in that particular category.

| Title | Description | Columns |
|---------------|-------------|--|
| Assignment | | LU01: Essay,LU04 Essay,LU06: Essay,Case Study: Written Assignment |
| Blog | | |
| Discussion | | Introduce Yourself,LU03: Discussion,LU05: Discussion,LU07: Discussion,LU09: Discussion |
| Journal | | LU02: Journal,LU04: Journal,LU06: Journal,LU08: Journal |
| Self and Peer | | |
| Survey | | |
| Test | | LU01: Quiz,LU03: Quiz,LU05: Quiz,Midterm Exam,LU08: Quiz,LU10: Quiz,Final Exam |
| Wiki | | Important Terms for this Course |

Click “**Create Category**” to create a new category.

Indian Hills Community College

MyHills Courses Community System Admin

Grade Center > Categories

MyHills Training: Tutorials Course Home Before You Begin Syllabus and Schedule Faculty Information

Categories

A Grade Center Category is a classification of Grade Center creating Calculated Columns to perform operations on all Discussion, Journal, SafeAssignment, Self and Peer, Survey,

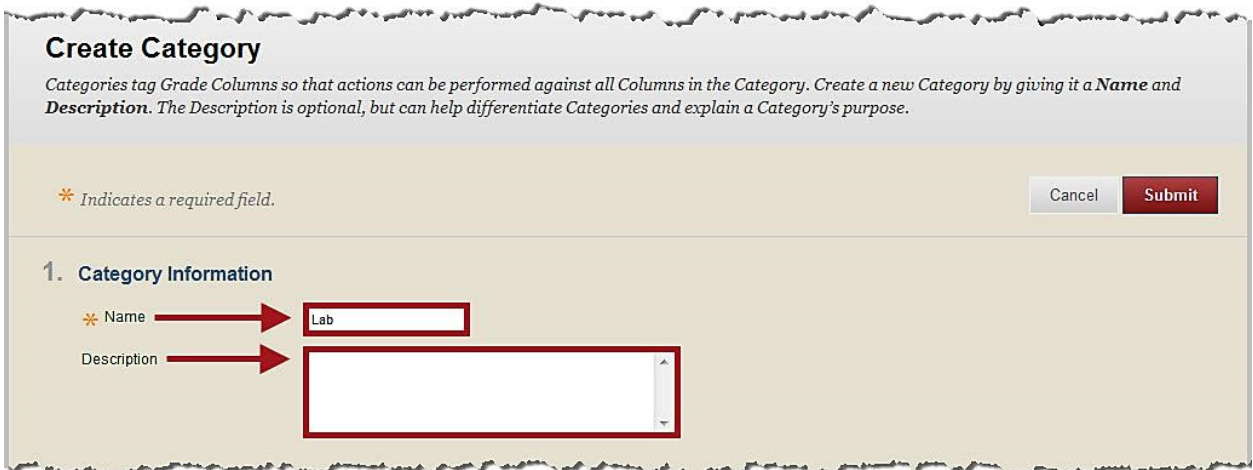
Create Category

The “Create Category” page will open.



Enter the “Name” and “Description” for the category in the spaces provided.

Note: “Name” is a required field; “Description” is optional.



Then, click “Submit.”



A green "Success..." message will appear at the top of the "Categories" page.

The screenshot shows the Indian Hills Community College website. The top navigation bar includes "MyHills", "Courses", "Community", and "System Admin". The breadcrumb trail is "Grade Center > Categories". A green success message at the top reads "Success: Category created." with a white arrow pointing to the right. Below the message is the "Categories" section, which includes a description: "A Grade Center Category is a classification of Grade Center creating Calculated Columns to perform operations on all of Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. More Help".

The created category will now appear on the "Categories" page.

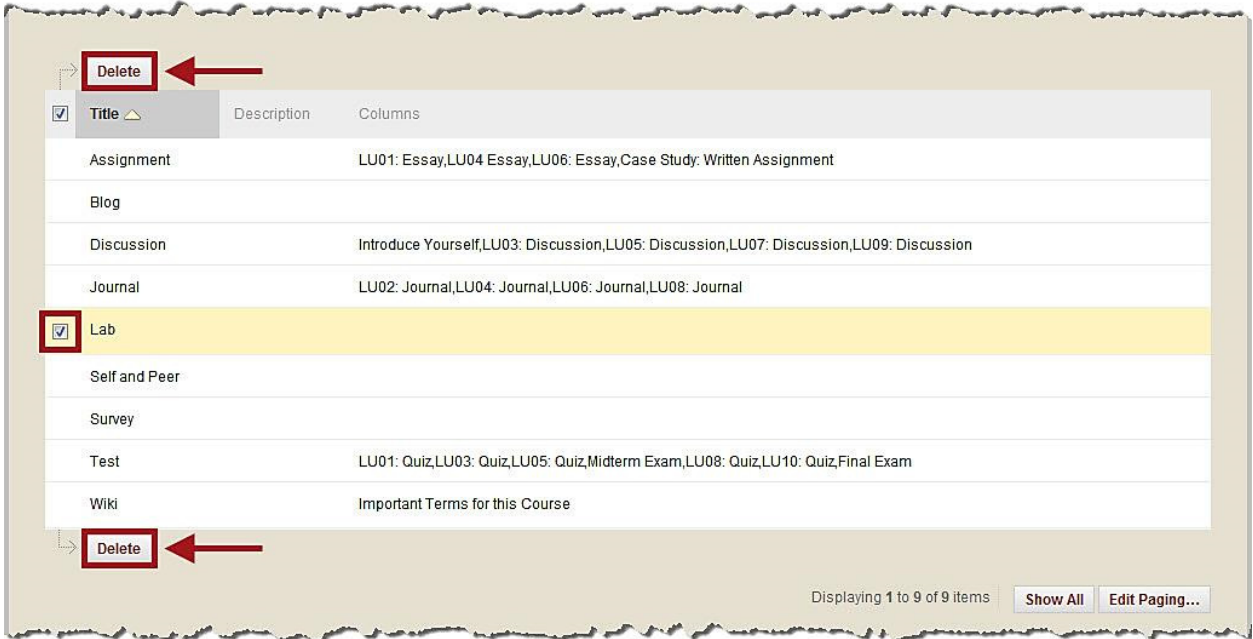
The screenshot shows the "Categories" page with a "Create Category" button. Below the button is a table of categories. The "Lab" category is highlighted with a red box and a red arrow pointing to it. The table has columns for "Title", "Description", and "Columns".

| Title | Description | Columns |
|---------------|-------------|--|
| Assignment | | LU01: Essay,LU04 Essay,LU06: Essay,Case Study: Written Assignment |
| Blog | | |
| Discussion | | Introduce Yourself,LU03: Discussion,LU05: Discussion,LU07: Discussion,LU09: Discussion |
| Journal | | LU02: Journal,LU04: Journal,LU06: Journal,LU08: Journal |
| Lab | | |
| Self and Peer | | |
| Survey | | |
| Test | | LU01: Quiz,LU03: Quiz,LU05: Quiz,Midterm Exam,LU08: Quiz,LU10: Quiz,Final Exam |
| Wiki | | Important Terms for this Course |

At the bottom right of the page, it says "Displaying 1 to 9 of 9 items" with "Show All" and "Edit Paging..." buttons.

If you would like to delete a category you have created, check the box next to the category "Title." Then, click "Delete."

Note: You may only delete empty categories that you create. Once "Columns" are assigned to a category, it may no longer be deleted unless you move the columns to other categories or delete them. Also, you cannot delete the default categories that are automatically created by MyHills.



Congratulations! You now know how to create "Categories" in the Grade Center!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk