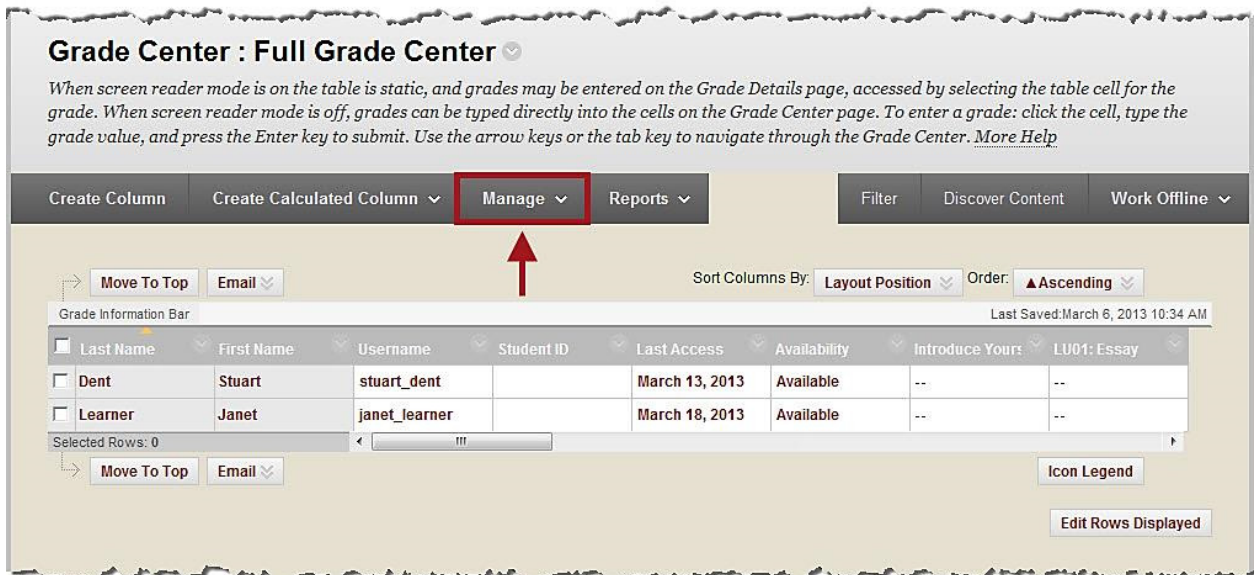**Faculty Tutorial:**

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."

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

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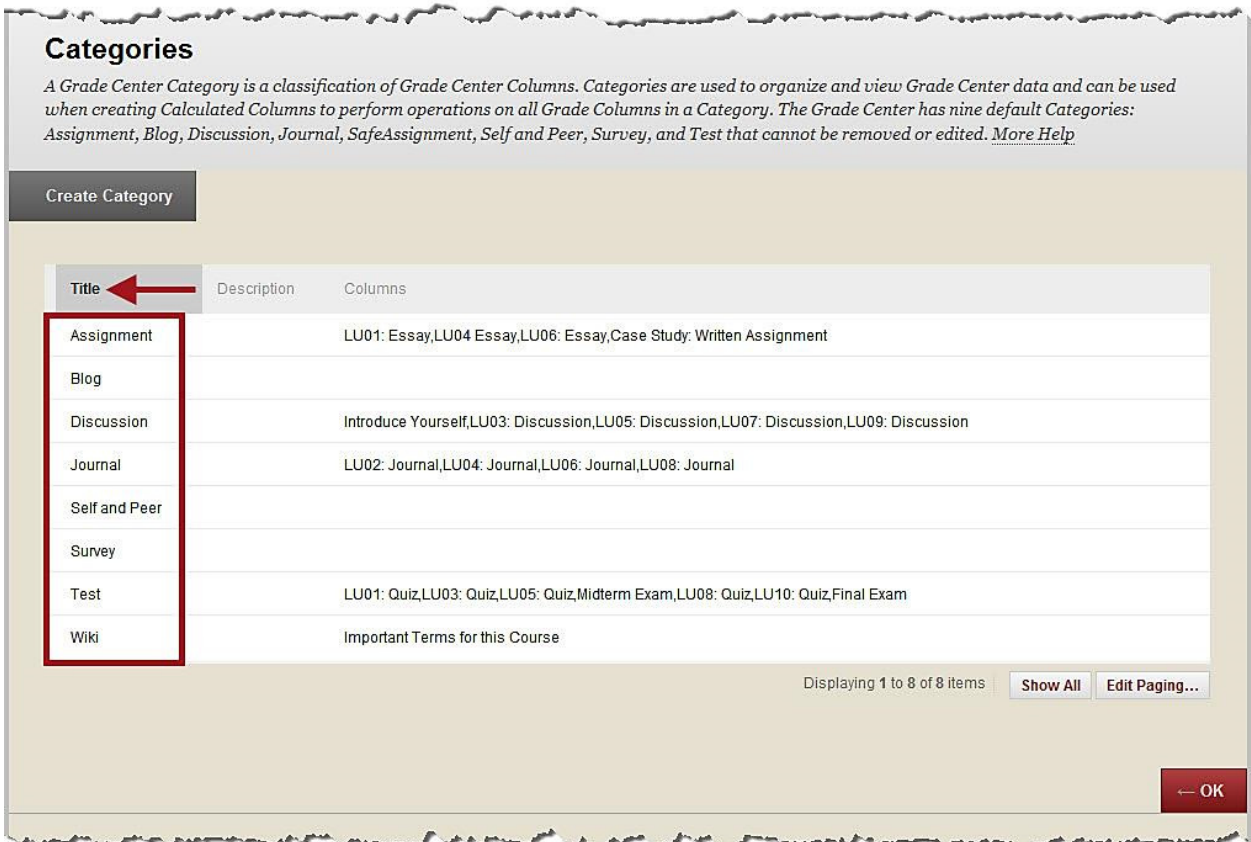
For every gradable item created in MyHills, a "Column" is created and assigned to a "Category" *automatically* in the Grade Center. These columns will be listed to the right of their assigned categories under "Columns."

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.

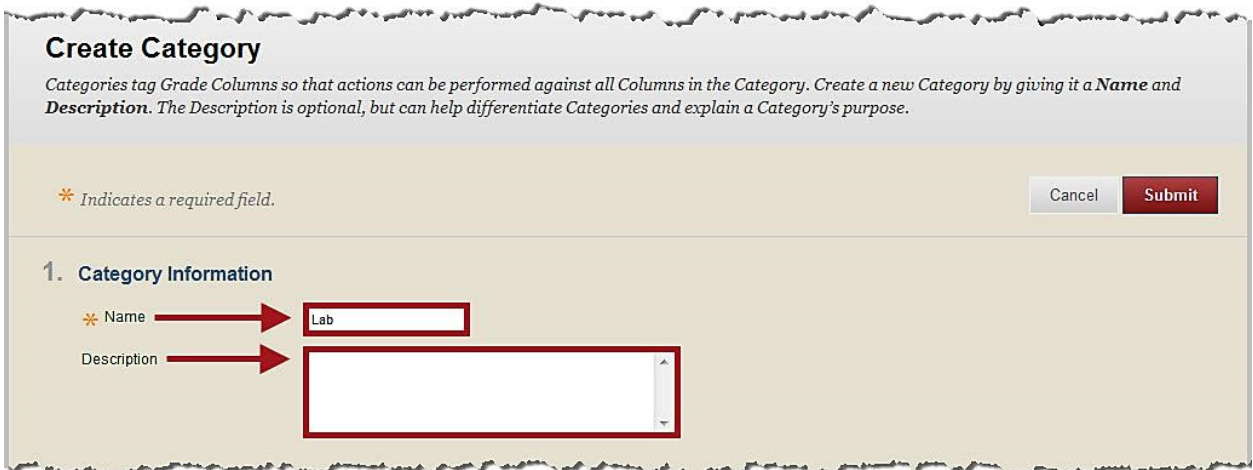Click "**Create Category**" to create a new category.

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

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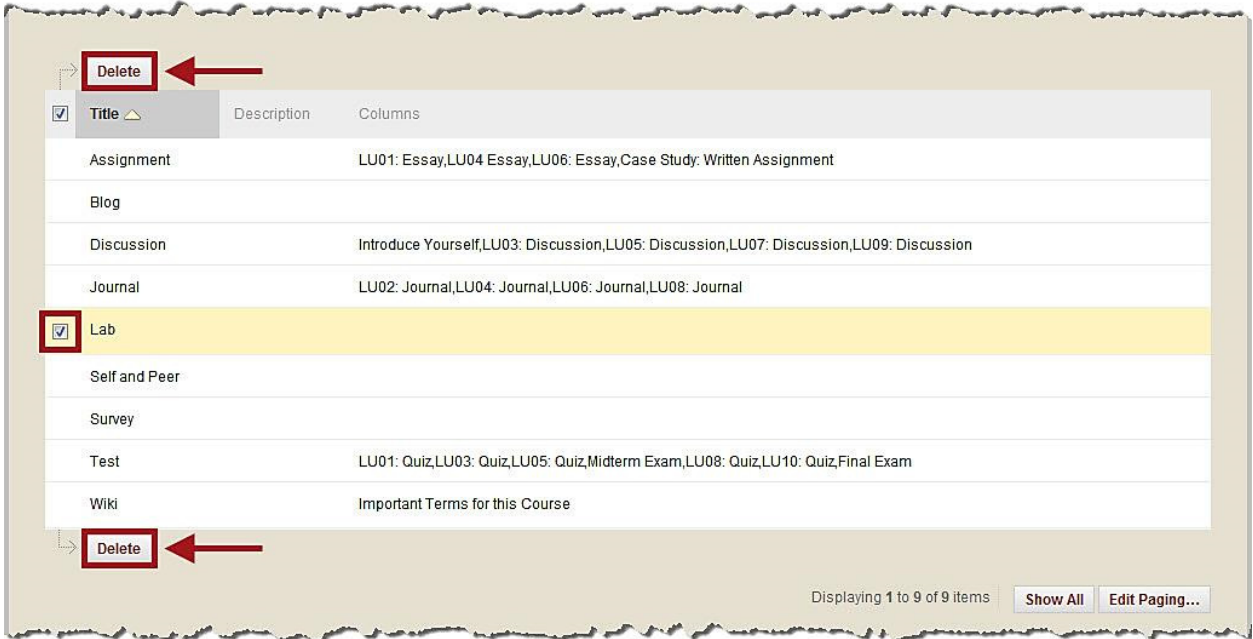
Congratulations! You now know how to create "Categories" in the Grade Center!