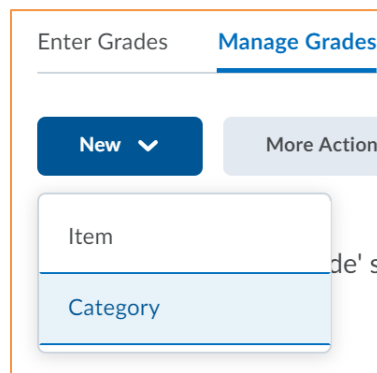


Create Grade Alternatives Using Category

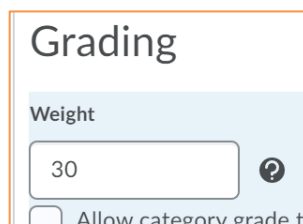
When providing students with options to take different assessments, you can use the *Category* feature in the *Grades* page to ensure either of those assessments contribute toward the same grades item. For example, they could choose to take Final Exam 1 OR Final Exam 2 and have their grades count towards the course grade as one “Final Exam”. This document provides instructions for setting up the *Grades* page based on this scenario.

Create a Grade Category

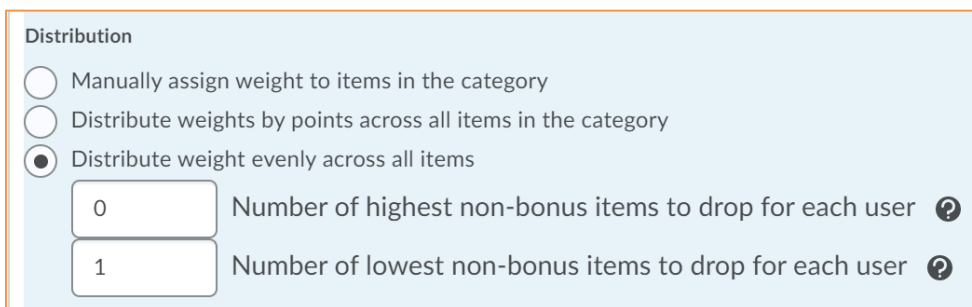
1. Navigate to the *Grades* page of your course (*Assessments > Grades*).
2. In *Manage Grades* tab, click the *New* button and choose the *Category* option.



3. Enter a name for the category, for example, Final Exam.
4. Set the weight of the category to the overall weight of final exam as specified in the course outline.



5. Under *Distribution* options, choose the option to *Distribute weight evenly across all items*.

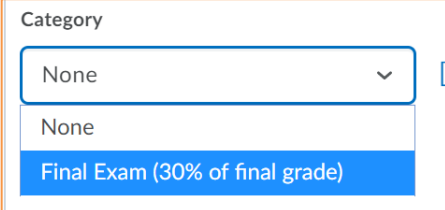


6. Enter number of grade items that should be dropped. For example, when there are two exams in the course and they need to only take one of them, the system should drop (i.e., ignore) the one that they did not take. In this case, 1 lowest item needs to be dropped for each user (i.e., student).
7. *Save and Close*.

Create Grade Items within the Category

If a grade item already exists in the *Grades* page for each or one of the exams, edit it/them to be included in the category you have created. Follow these steps:

- In the *Manage Grades* tab, click on the context menu of the grade item (little arrow to its right) and choose the *Edit* option.
- In the *Edit Grade* page that opens, from the *Category* dropdown, choose the category that you created earlier.
- *Save and Close*.



Category

None

None

Final Exam (30% of final grade)

Otherwise create grade item(s) for the exams. Follow these steps:

8. Click the *New* button and choose the *Item* option.
9. Choose the *Numeric* option.
10. Enter a name for the grade item, for example Final Exam 1
11. From the *Category* dropdown, choose the category that you created earlier. (see the image above)
12. Enter the *Maximum Points* for this exam. This should equal the overall value of all questions in the exam.

Note: you are not able to manipulate the Maximum Weights of this grade item as it is part of the category and the system will adjust this field based on the number of items in the category.

13. *Save and Close*.
14. If needed, repeat steps 8 to 13 to create a grade item for the second final exam option. Be sure to name this item Final Exam 2, or a name that is distinct from the first option for exam.

At the end of this step, the grade item options for final exam will look like the image below.

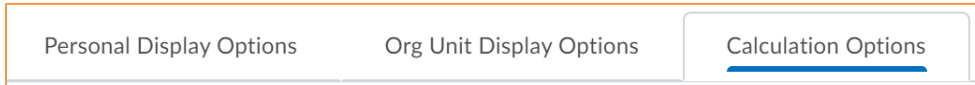
Final Exam				30
Final Exam 1	Numeric	-	45	50
Final Exam 2	Numeric	-	45	50

Adjust Grade Calculation Setting

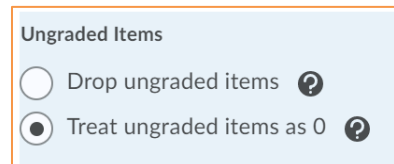
15. On the top, right side of the *Grades* page, click on the *Settings* icon.



16. Click on the *Calculation Options* tab.



17. Under *Ungraded Items*, choose the *Treat ungraded item as 0* option if it is not already selected.



18. *Save* then *Close* the page.

Student View

You need to enter one grade for each of the students as they will only attempt one of the final exam options. Therefore, your grading view may look like:

Student, Demo 1, ▾	<input type="text" value="40"/> / 45	<input type="text"/> / 45
Student, Demo 2, ▾	<input type="text"/> / 45	<input type="text" value="42"/> / 45

Student view in their *Grades* page will then look like:

Demo Student 1

Final Exam	26.7 / 30	A-
Final Exam 1	40 / 45	26.7 / 30 A-
Final Exam 2	0 / 45	0 / 0 F
	Dropped!	Dropped!

Demo Student 2

Final Exam	28 / 30	A
Final Exam 1	0 / 45	0 / 0 F
	Dropped!	Dropped!
Final Exam 2	42 / 45	28 / 30 A

Note: A similar approach can be used for more than 2 assessment options.