



**grade\_reporting\_gradebook\_categories\_body**



# Table of Contents



Existing categories are displayed in alphabetical order.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add a new category.

A blank row is added to the grid.

<b>Description</b>	Type a description for the category (e.g., Homework), up to 25 characters. Do not use special characters.
<b>Lock Weight</b>	Select in order to prevent instructors from changing the category default percent weights in TeacherPortal that were set by campus administration (i.e., the <b>Default Weight</b> field on this page).
<b>Default Weight</b>	Type the default percent weight that the category will have when first added to a course. If <b>Lock Weight</b> is selected, instructors will be prevented from changing this weight in TeacherPortal.
<b>Weight Type</b>	Select the weighting type to be used for the category.

☐ To edit a record, type over the existing data.

**NOTE:** If a category is in use by a course, only the description can be modified; the category cannot be deleted, and all other fields are disabled.

☐ Click **Save**.



A category cannot be deleted if it is used by a course. You must remove it from all courses before it can be deleted.

[Delete a record.](#)

1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



## Back Cover