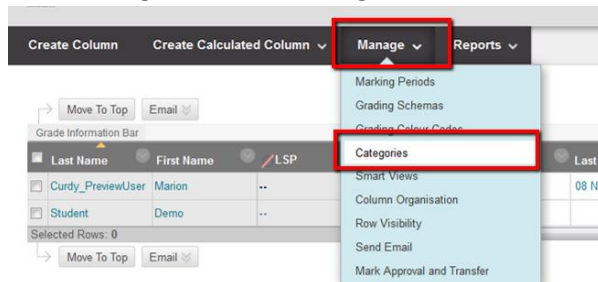


Creating and applying Summative and Formative categories

Creating and applying the summative (or Formative) category

Creating the category

1. On the module go to the Full Grade Centre
2. Click Manage and select Categories



3. Click the Create Category button and in the form that opens enter Summative Assessment and click submit.

NOTE – repeat this process for Formative Assessments

Edit Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

* Indicates a required field.

CATEGORY INFORMATION

* Name: Summative Assessment

Description:

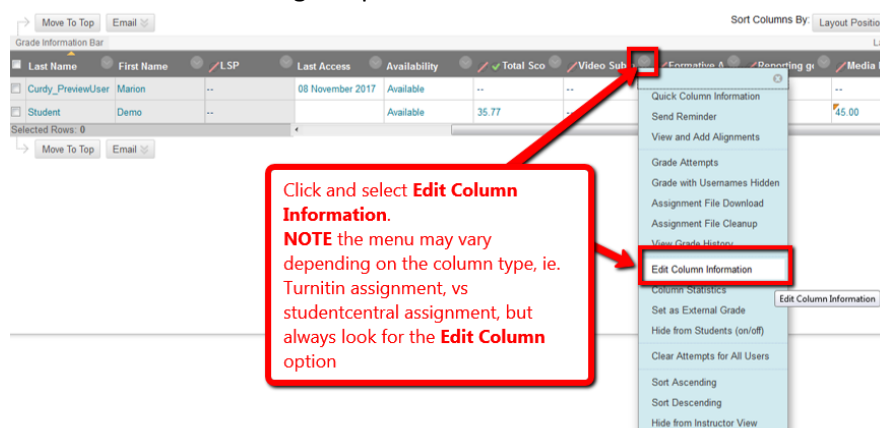
Click Submit to proceed. Click Cancel to go back.

Cancel Submit

Enter the category name and click Submit

Applying the categories to the assessment columns in studentcentral

1. Go to the full grade centre and for each summative assessment do the following...
2. Click the column heading to open the column menu and select Edit Column Information

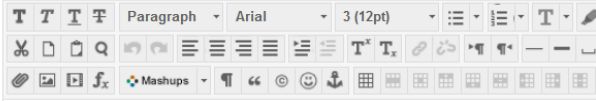


3. Look for the Category field and click on the drop down and select the summative assessment category from the list available, then click Submit.

Item Name

Grade Centre Name

Description



Path:

Primary Display
Grades must be entered using the selected format. Grades <

Secondary Display
This display option is shown in the Grade Centre only.

Score attempts using

Category

* Points Possible

Now repeat for the formative assessment categories