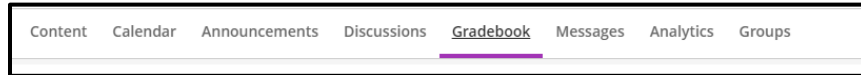
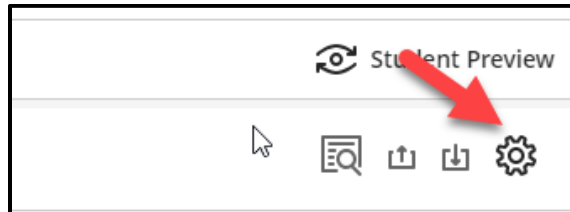




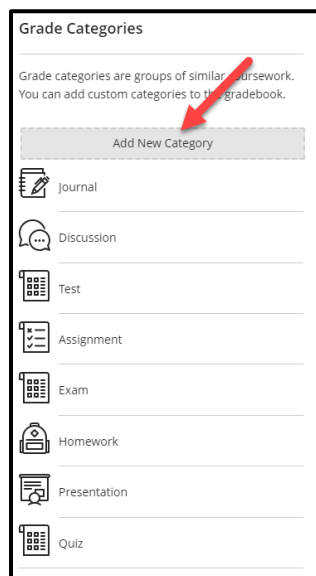
## Adding a New Grading Category



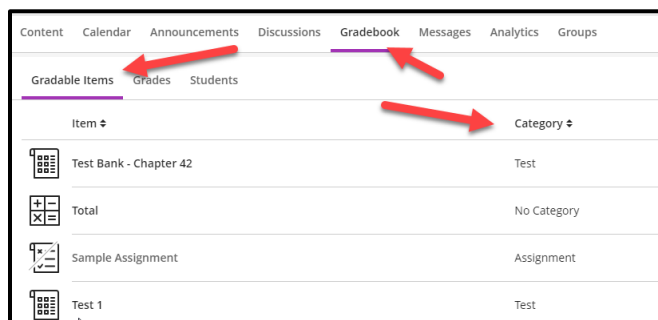
When trying to add a category in Ultra, you will need to select **Gradebook** and then proceed to the cog wheel settings control.

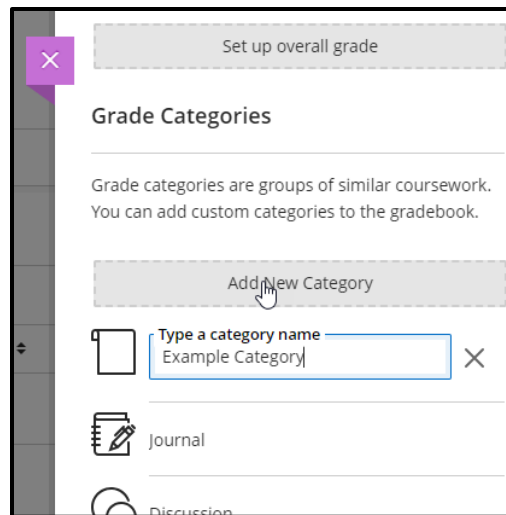


You will scroll down to **Grade Categories** and select **Add New Category**.



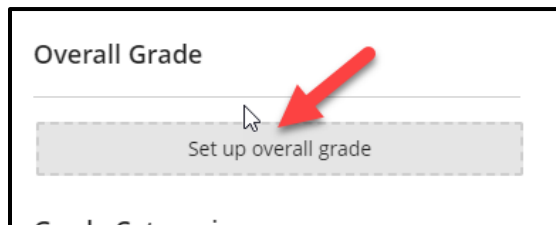
Here you will give the grade category a name. You may need to review any assignment created with another category and make those changes accordingly to reflect the new category name. This would require you to review all assignment categories located within the **Gradable Items**.



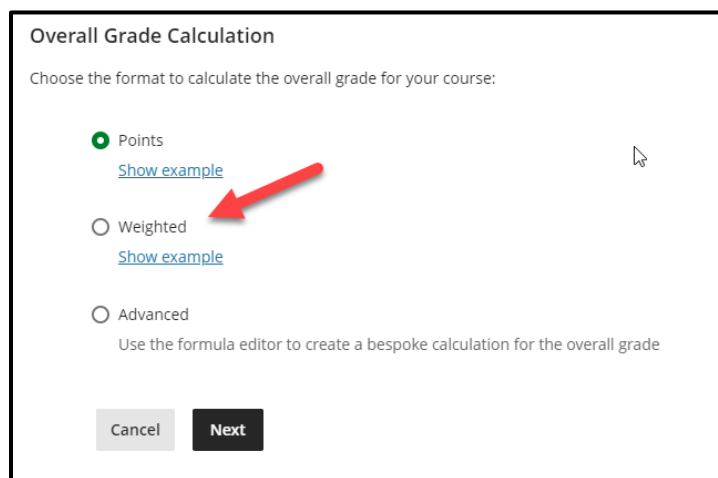


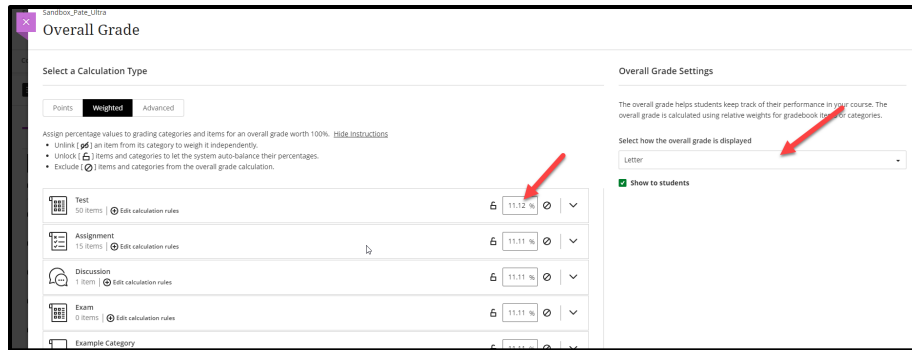
### Optional Settings

Next, you can set up point values and percentages to obtain the overall grade. Choose **Set up overall grade**.



If you are choosing weighted percents choose the weighted calculation.





At this point a list of grade categories will populate. You can adjust values and see what assignments fall under each category by selecting the down arrow on the right side of the grade category. Remember the grade percentages must total 100%. Save and close to keep any new settings.