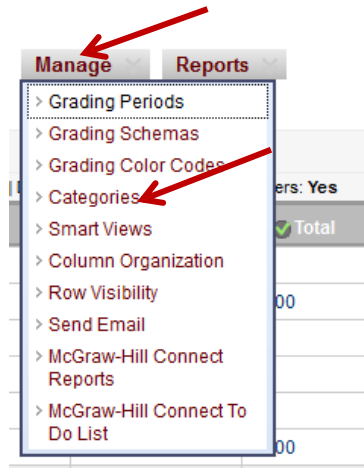
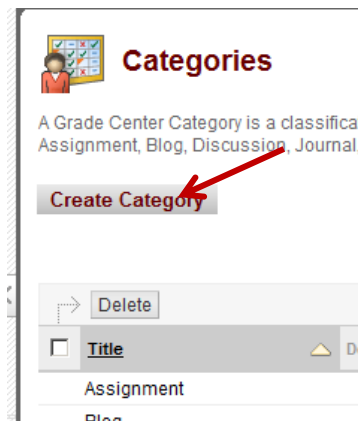


Creating a Category

1. Click on <Manage> Tab in the Full Grade Center
2. Click <Categories>



3. Click <Create Category>.



4. Type the new Category.

A screenshot of the 'Category Information' form. The form has a title bar '1. Category Information'. Below the title bar, there is a required field 'Name' with an asterisk icon, containing the text 'New Category Name'. A red arrow points to this text. Below the 'Name' field is a 'Description' field, which is currently empty. A legend at the top left indicates that an asterisk indicates a required field.

5. Click <Submit>.

