STEP 1
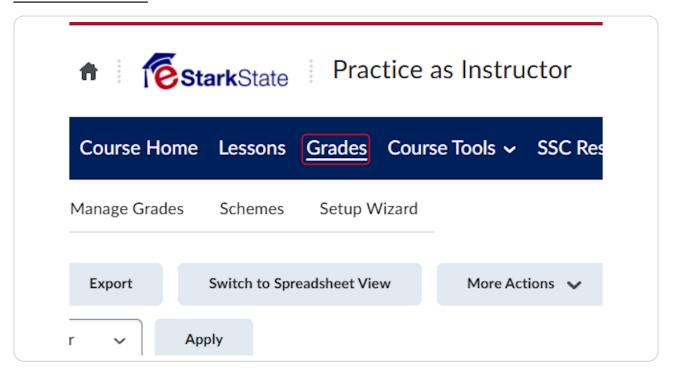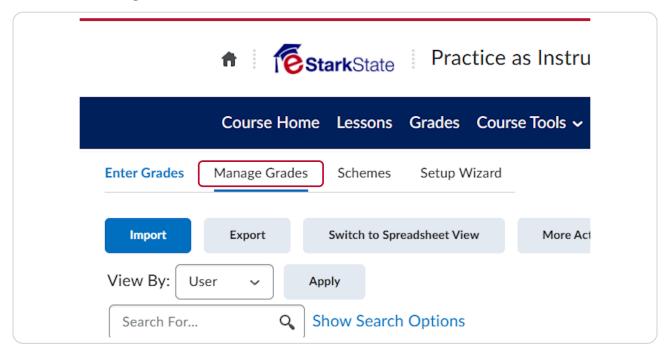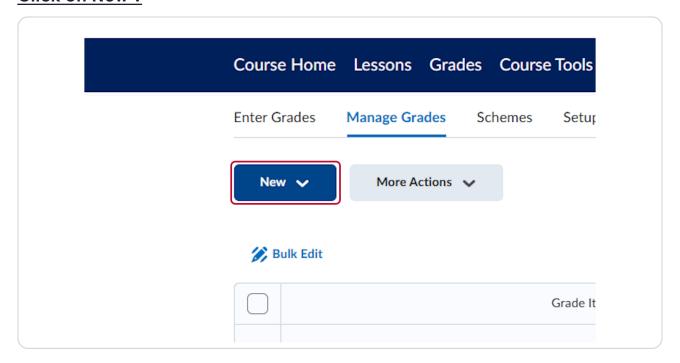
Click on Grades

Click on Manage Grades

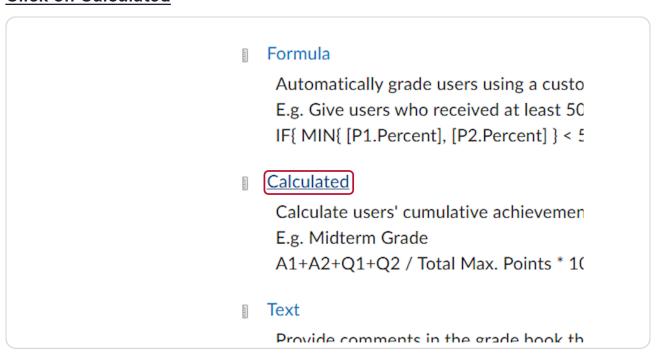## Click on New v

STEP 4

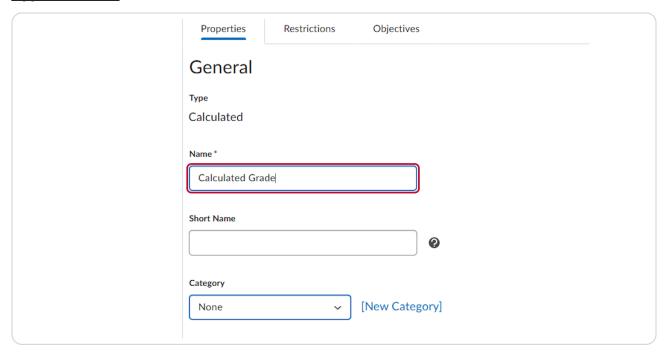## Click on Item

STEP 5

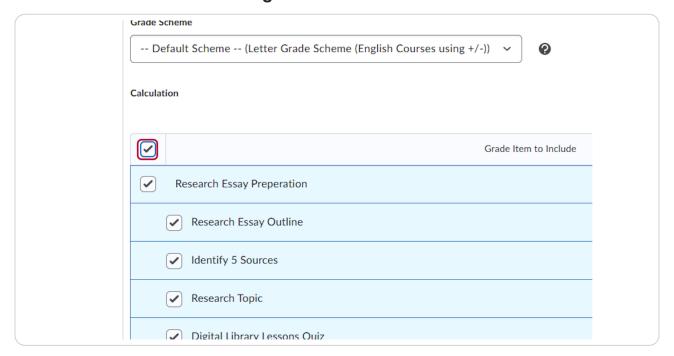## <u>Click on Calculated</u>

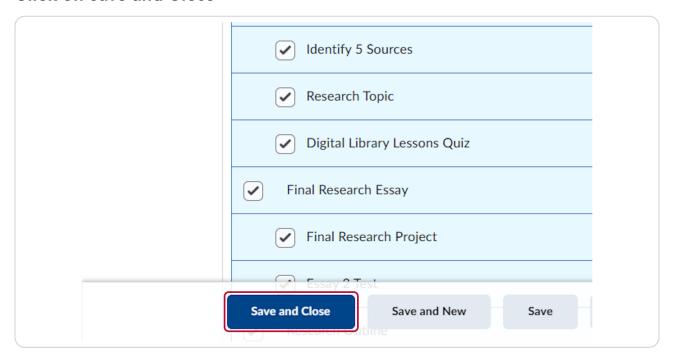**STEP 6**

Type a Name

STEP 7

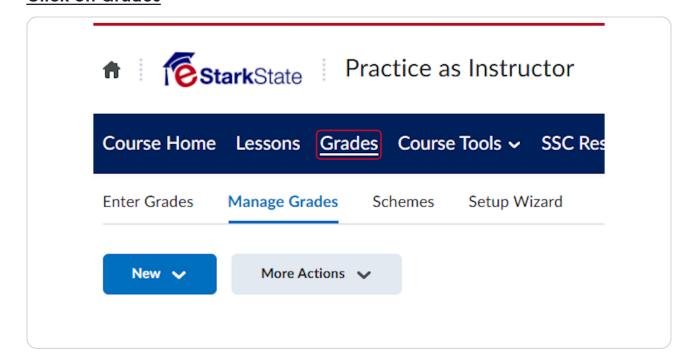## Check Select all rows for the graded items under Calculation

STEP 8

Click on Save and Close

STEP 9

Click on Grades

Your Calculated Grade Category will appear at the end of your gradebook before the Final Calculated Grade