Managing Categories
Assigning categories to your grade columns can help in many different ways. You can create a calculated column and use all of your “test” category grades in the calculations, you can organize your grade book columns by category, or create reports based on all columns in a category.

By default there are many categories already set up for you to choose from. However, you could also create your own. To modify a current category or to create your own click the Manage contextual menu and then click on Categories.

Here you can either add a category by clicking the Create Category button or you can modify a current one by clicking on the arrow button next to a current category and then clicking Edit on the menu.