Step 1

Click on **'Gradebook Setup'** in the **"Administration"** block under the **"Navigation"** block in your course.

Step 2

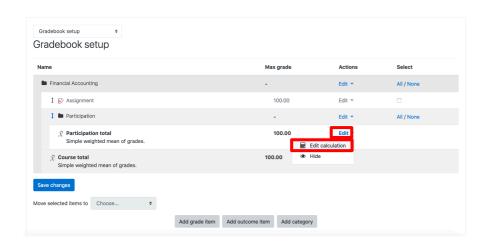To add a new category to grade book, click **'Add category'**.

Step 3

Put in your name for the first category.

Change the grade type and the maximum grade.

Continue to add more categories when needed by clicking **'Add category'**.

Finally, click **'Save changes'**.

Step 4

Select '*Edit*' next to "***Participation total***" to make changes.