



# Create Grade Categories

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**Step 1.**

Open [classroom.google.com](https://classroom.google.com), then select the class to which the categories will apply.

**Step 2.**

Click on the Settings gear (upper right corner), and from the options, select Grade Categories (near the bottom).



**Step 3.**

Click on “Add Grade Category”. Enter the first category and the points (or percentage) that is applied to the category (for example, homework 25). Click “Add Grade Category” to add additional categories. Ensure that the total adds up to 100.



**Step 4.**

Click “Add Grade Category” again to add additional categories. Ensure that the total adds up to 100.

**Step 5.**

Click Save when done entering categories.