



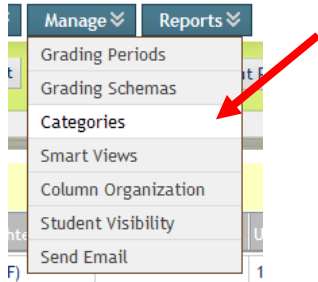
## How do I create a category?

To create Report,

Go to **Control Panel > Evaluation > Grade Center.**

Select **Manage.**

Select **Categories.**



A new page appears. Select Create Category.

**Create Category**

Enter a Category Name.

Click **Submit.**

A screenshot of the 'Create Category' form. The form has a title 'Create Category' and a sub-header '1. CATEGORY INFORMATION'. Below the sub-header, there are two fields: 'Name' (required, indicated by a red asterisk) and 'Description'. The 'Name' field is a text input box, and the 'Description' field is a text area. At the bottom of the form, there is a sub-header '2. SUBMIT' and two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.