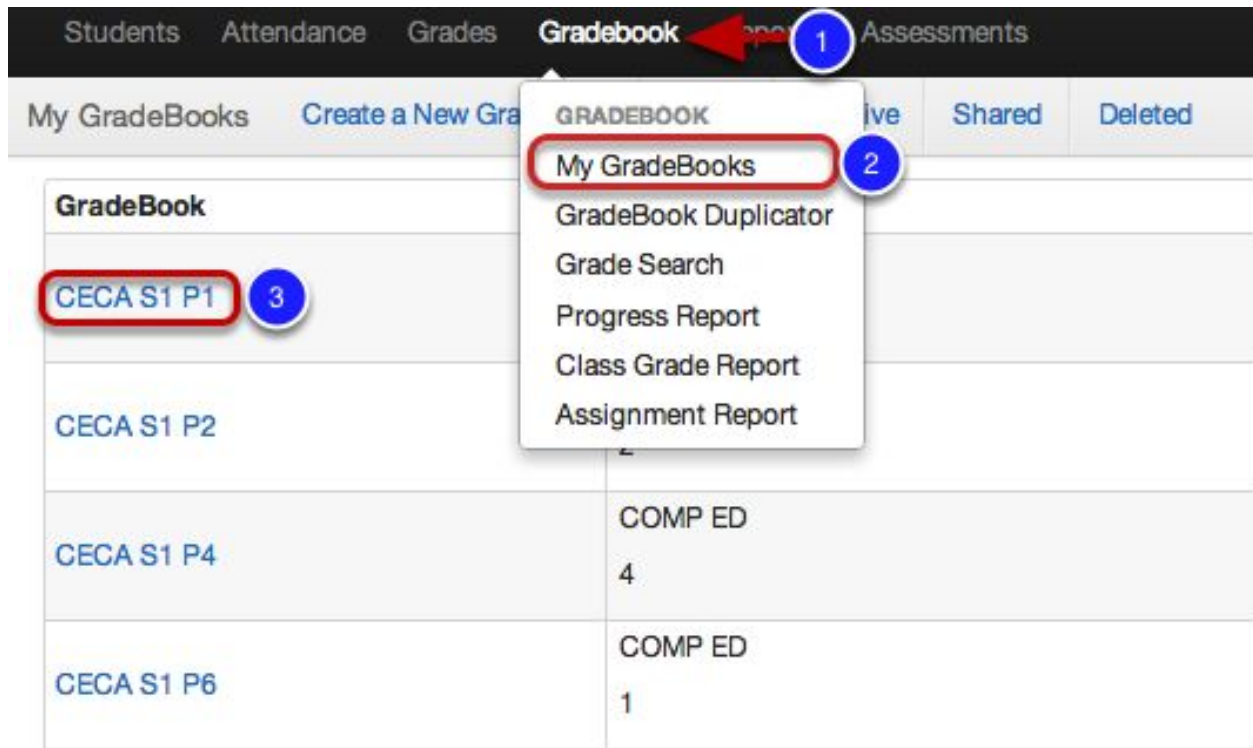
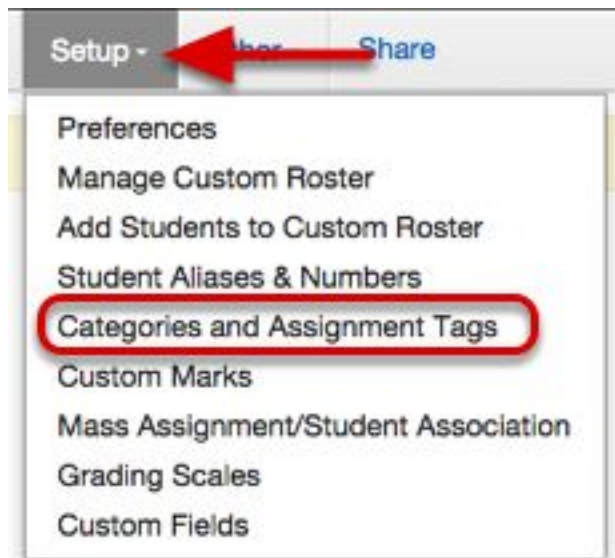


Create, Modify, and Delete Categories



1. Click GradeBook tab.
2. Select My GradeBook.
3. Click on any of your GradeBook subjects.

Setup Categories



Under Setup, select Categories and Assignment Tags.

Categories

Categories or Weighted Categories are helpful for determining how different *types* of assignments contribute towards a student's overall grade (e.g. you want *tests* contribute towards 60% of the student's overall grade).

- Categories *cannot* be used in standards-based GradeBooks can only be used in points-based GradeBooks
- Each category needs an associated weight and the categories must add up to 100%
- You can assign an icon to each category to enhance visual cues in GradeBooks

Categories and Assignment Tags

Tags [?]

Enter your tags below (Commas **,** are not allowed and press **Enter** for each tag):

× quiz × test × homework × warmups

Weighted Categories [?]

6 + Add Category

Name	Weight (%) [?]	Drop Lowest x Scores [?]	
Numbers and Operations ¹	40 ²	0 ³	⁵
Functions	30	0	⁴
Expressions and Equations	30	0	

Also Save This To

⁷

⁸ Save

1. Name the category.

- There are no restrictions when naming categories. (e.g., Homework, Quizzes, Test, etc.).

2. Enter the category weight. For example, Numbers & Operations- 30%, Functions- 35%, Expressions & Equations- 35%. **Be sure that all your categories add up to 100%.**

3. Enter the number of "lowest score" assignments per category you want to drop. For example, if you type 2, the 2 lowest scoring assignments in the category will not count toward the student's' overall grade in that category. *(Optional)*

4. The Icon is a visual representation of what category your assignment belongs to. These are also viewable in Assignment, Student, and Spreadsheet views.

5. The Trash Can allows you to delete a category.

6. To add more categories, select + Add Categories. **Be sure that all your categories add up to 100%.**

7. Also Save This To allows you to save this to multiple GradeBooks at once. Select All GradeBooks or just the ones you wish these to apply to.

8. Save ensures that all of your information is saved.

Follow the same steps to access categories for editing and deleting.

Where to Use Categories

Add Assignment

Short Name * Quiz 1

Description

Tags

Category

Assign Date * 09/02/2014

Due Date

Assessment Link to an Assessment

Possible Points * 10
This is required for a non-extra credit assignment

Possible Score

Is Extra Credit

Is Active Yes No

Groups * Grade 5 RC Do Not Delete

Link to Report Card

Also Save This To - All GradeBooks -

Once you've created Categories, the options you've setup will display on the Add Assignment page within the *Assignments* section.

- If categories are created, every assignment **MUST** have an assigned category.
- Previously created assignments prior to category creation will need to be assigned a category.
- Tags will continue to be optional per user and are not required to be added to assignments.
- Remember, Categories are **ONLY** available for *Points Based* GradeBooks.