Categories Tab

Change Score Method
Add/Edit Categories
Use These Categories For My Other Classes



The Categories tab is used as a reference to view the categories that are set up for the class. The Categories and, possibly, their weights are set up by the system administrator. If the district allows you to update the Categories for the class, you will be able to indicate the Categories you want to use and assign percentages to them.

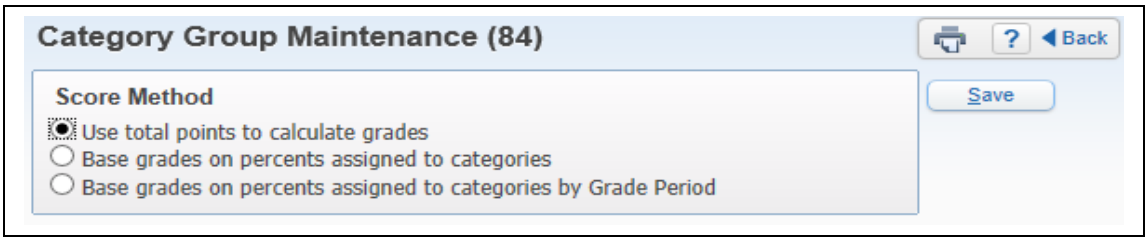
Categories are a way of grouping related assignments (for example, Quiz, Homework, Test, and so on). Since Categories are color coded, it is easy to identify assignments on the Gradebook Main screen. Additionally, if desired, Gradebook assignments can be sorted by Category so that similar assignment types will be grouped together. Reports can be run to show student performance by Category to assist in identifying areas of strength and weakness. Categories also allow you to assign weighted values if you wish to dedicate a portion of the final grade to specific types of tasks. Categories are used during the addition of new assignments, in the Gradebook display, and in reports.



You see the Category Maintenance screen when you click the **Categories** tab. This is where you can change the score method, add/edit categories, and use these categories for other classes.

Change Score Method

Click the **Change Score Method** button to change the Score Method for the Category group. You will be able to determine how categories will be used in scoring.



Use total points to calculate grades: If using total points, the Gradebook will not calculate grades using Categories. In other words, it will treat all points earned for assignments equally. A point in the Category of Homework will have the same value as a point in the Categories of Test, Quiz, Lab, and so on. Using this method, student grades are calculated based on the points only.

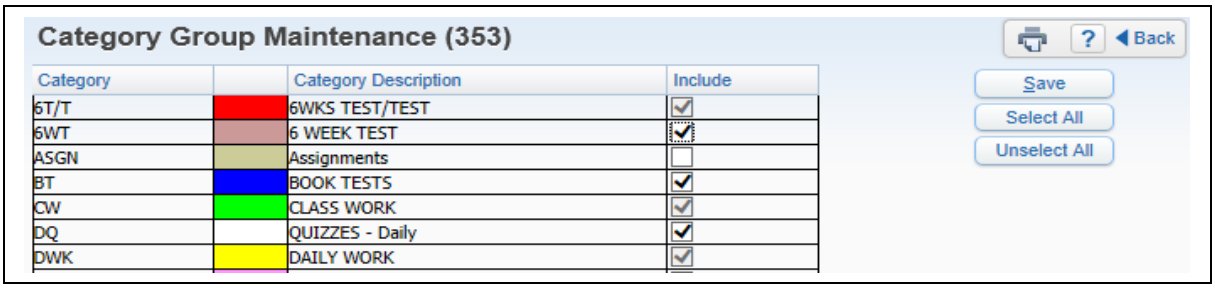
Base grades on percents assigned to categories: If you chose to use "Base grades on percents assigned to categories," you will need to assign percent weights to the chosen categories. When calculating an overall grade, Gradebook scoring will use the total points earned within each category multiplied by the percentage assigned to that category. It is important to note that once weighting has been assigned, and the first grading period has ended, you will not be able to deviate from the originally assigned weighting structure. It will be in place for the duration of the course.

Base grades on percents assigned to categories by Grade Period: If this option is enabled by the district, and you choose to use it, this works exactly like the previous option, but it will allow you to change your assigned weighting for future Grading Periods.

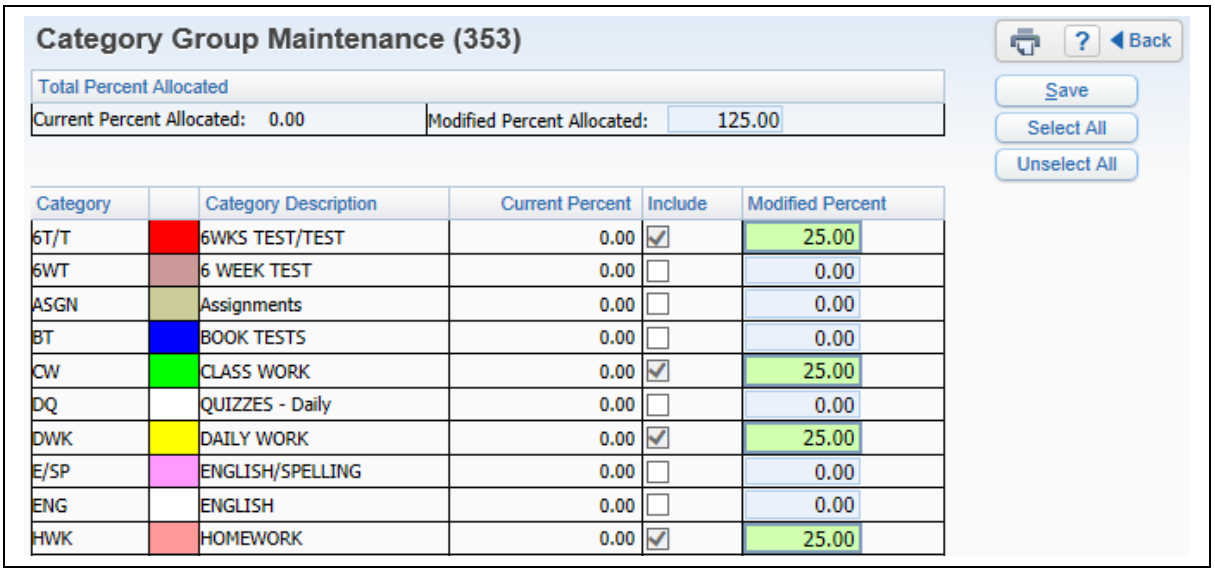
Add/Edit Categories

This button allows you to set up the Categories to be used and update the percentages attached to them if you are not using total points to calculate your grades. The screen will vary depending on your Score Method.

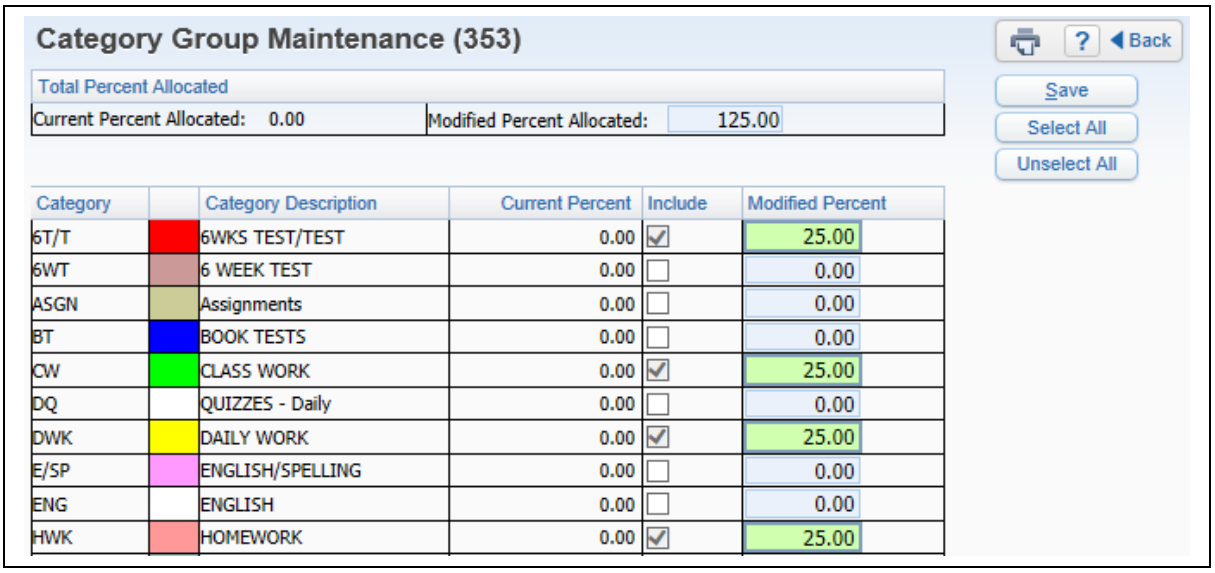
Please be aware that if you have a category selected, but do not use it during a grading period, the percentages will redistribute between the other selected Categories that were used. For example, if you have five Categories selected with 20% weighting for each, but only use four in a grading period, those four will be weighted at 25% each. You can run the Progress Detail report to see the redistributed percentages if any Categories were unused.



Use total points to calculate grades: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook. There is no other setup needed.



Base grades on percents assigned to categories: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and enter the Percentages assigned to each selected Category. Each selected Category should have a percentage assigned to it that is greater than zero. Otherwise, any assignment attached to the unweighted Category will not factor into the overall grade.

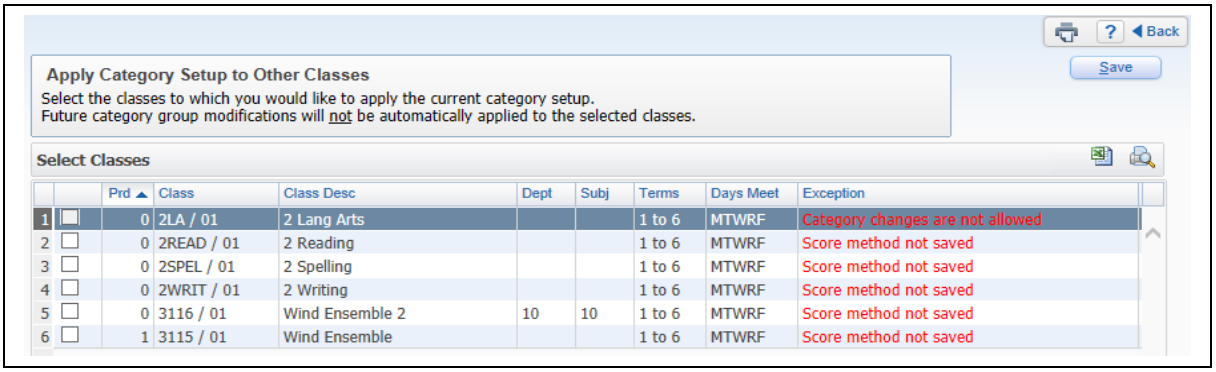


Category		Category Description	Current Percent	Include	Modified Percent
6T/T		6WKS TEST/TEST	0.00	☑	25.00
6WT		6 WEEK TEST	0.00	☐	0.00
ASGN		Assignments	0.00	☐	0.00
BT		BOOK TESTS	0.00	☐	0.00
CW		CLASS WORK	0.00	☑	25.00
DQ		QUIZZES - Daily	0.00	☐	0.00
DWK		DAILY WORK	0.00	☑	25.00
E/SP		ENGLISH/SPELLING	0.00	☐	0.00
ENG		ENGLISH	0.00	☐	0.00
HWK		HOMEWORK	0.00	☑	25.00

Base grades on percents assigned to categories by Grade Period: If you have this Score Method selected, you can choose which Categories you will be using within the Gradebook and then enter the Percentages assigned to each selected Category for the indicated Grade Period. The screen is almost identical to the one for the previous option; the only difference is that you can see the Grade Period for which you are setting percentages in the top left corner.

Use These Categories for My other Classes

To utilize the same categories for other classes, click the **Use These Categories for My Other Classes** button. This option allows you to assign the same categories and scoring method to other classes you teach. This option can be used if you have the same assignment types and scoring method for multiple classes since each of the classes must contain the categories selected.



		Prd	Class	Class Desc	Dept	Subj	Terms	Days Meet	Exception
1	☐	0	2LA / 01	2 Lang Arts			1 to 6	MTWRF	Category changes are not allowed
2	☐	0	2READ / 01	2 Reading			1 to 6	MTWRF	Score method not saved
3	☐	0	2SPEL / 01	2 Spelling			1 to 6	MTWRF	Score method not saved
4	☐	0	2WRIT / 01	2 Writing			1 to 6	MTWRF	Score method not saved
5	☐	0	3116 / 01	Wind Ensemble 2	10	10	1 to 6	MTWRF	Score method not saved
6	☐	1	3115 / 01	Wind Ensemble			1 to 6	MTWRF	Score method not saved

Check the box to the left of the course information to add the same categories and scoring method to that class. When all necessary courses are selected, click **Save**.