

# Gradebook - Add Categories

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Prior to entering Gradebook Assignments, the **Categories** or assignment types **must** be setup. A **Category** contains a description and a percent of grade that this Category will receive, if using the **Use Weighted Scoring** option.

**NOTE:** If using multiple **Gradebook Terms** the following options all apply to all terms of the gradebook.

If linking gradebooks, you must link gradebooks before adding category types or assignments. Linking before adding categories will result in only having to add the categories one time and they will apply to all the gradebooks in the linked group. To enter Categories to a new gradebook, an **Add Categories** option will be available on each dashboard view. Categories can also be added from the **Manage** page and the **Categories** tab. **Colors** can be added to Categories which will then display on the **Scores by Class** page.

The screenshot shows the 'Add Categories' form. At the top, there is a navigation bar with tabs: Categories, Assignments, Manage Students, Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the navigation bar is a light blue banner with the text: 'If linking gradebooks, you must do so before adding category types or assignments.' Underneath the banner is a checkbox labeled 'Doing Weighted Scoring'. Below the checkbox are two input fields: 'Name' and 'Color'. At the bottom of the form are two buttons: 'Add New Category' and 'Save'.

The teachers existing gradebooks will display in the gradebook dropdown on the top left of the page.

The screenshot shows the Aeries SIS Gradebook interface. The top navigation bar includes 'Aeries SIS Gradebook', '2013-2014 Screaming Eagle High School', and 'Teacher5 | Logout'. Below the navigation bar is a dropdown menu for '2 - Language Arts 9 - Year'. The main content area shows 'CONFIGURATION: 2 - 1' and 'CURRENT'. There are two buttons: 'Add Gradebook' and 'Link Gradebooks'. Below the buttons is a list of categories: '1 - AP Calculus AB - Spring', '2 - 2nd Sem Geometry Cp - Spring', and '3 - Language Arts 9 - Year'. At the bottom, there is a navigation bar with tabs: Students, Final Marks, Narrative Grades, Options, Rules, Backups, and Restore.

To add a **Category** click the mouse on the **Add New Category** button. Enter the description of **Category** and the percent of grade that this **Category** will receive if using the **Doing Weighted Scoring** option. An example of a **Category** type is **Homework**. Use the tab key and click on the **Add New Category** button to add additional Categories. Click the mouse on the **Save** button when completed.

A message will display below the **Categories** indicating the **Category types total has NOT reached 100%** for the assignment types that have been setup. Add all assignment types.

Your total percentage for this class is not 100! Please correct this immediately!

Doing Weighted Scoring

Name		% of Grade
Delete	Homework	15
Delete	Project	10
Delete	Quiz	25
Delete	Test	40
Total:		90

After **ALL** Category types have been entered and the **% of Grade** totals 100% the message will no longer display.

Changes can also be made to **Category Types** after they are setup. Select the **Category** and re-enter the information to be changed. Click the mouse on the **Save** button.

The **Doing Weighted Scoring** option will default to base a student's final grades by percentage instead of total points. To change this option, click the mouse on the box to remove the check mark. The % percent column will not display and the student's final grade will be based on total points.

Doing Weighted Scoring

**Name**

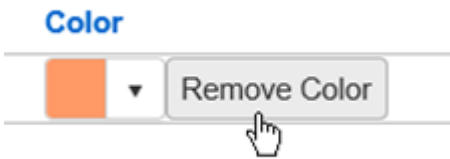
Delete	Homework
Delete	Project
Delete	Quiz

**NOTE: If the Doing Weighted Scoring is turned off, the student's final grades will be based on total points. Also, the % of Grade column will no longer display.**

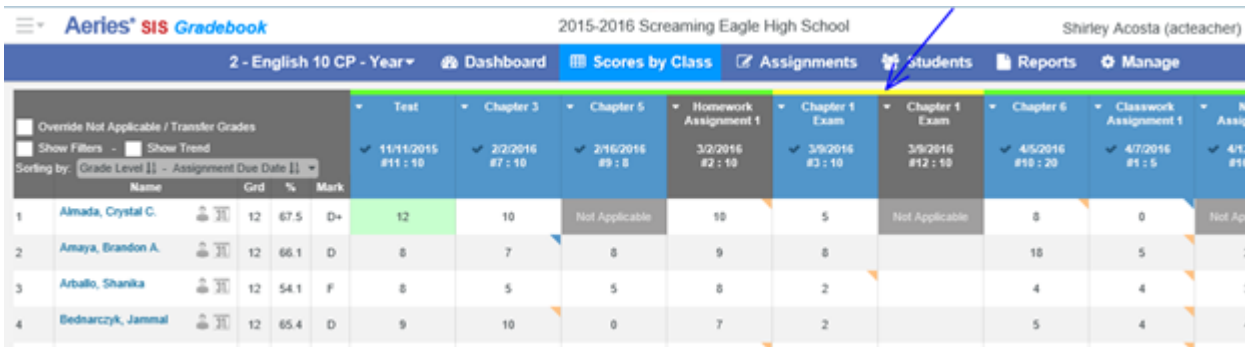
**Colors** can be assigned to categories. If a category is assigned a color that color will display on the **Scores by Class** page at the top of the assignment column.

To add a color to a category, Click the mouse on the Color dropdown to the right of the Category name. Select a color and then click on Save.

After a color is selected it will display on the Categories page. To remove a color from a category click the **Remove Color** button.



After colors have been added to Categories, they will display on the Scores by Class page as a color strip at the top of the assignment column.



	Test	Chapter 3	Chapter 5	Homework Assignment 1	Chapter 1 Exam	Chapter 1 Exam	Chapter 6	Classwork Assignment 1	Na				
1	Almada, Crystal C.	12	67.5	D+	12	10	Not Applicable	10	5	Not Applicable	0	0	Not App
2	Amaya, Brandon A.	12	66.1	D	8	7	8	9	8	10	5	2	
3	Arbello, Shanika	12	54.1	F	8	5	5	8	2	4	4	1	
4	Bednarczyk, Jammal	12	65.4	D	9	10	0	7	2	5	4	4	

The **Scores by Class** page will also display a legend at the bottom of the page for the Category colors being used. Hovering the mouse over the **Category icon** will display a menu of what colors are associated with what category.

