



## Create an Assignment Category

Before you begin administering and scoring assignments, create categories that you will use to categorize assignments. Example: Create a category for tests.

1. Click **Create**
2. Select **Category**
3. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category

By default, the category is available for all of the classes you teach. Clear the Other Classes check box to make the category available for a smaller selection of classes.

If you add the assignment to more than one section, the gradebook will validate the due dates for the assignment for each course the assignment is saved to. Dates that fall outside the term of a course will be highlighted by a red warning message.

1. Enter the name of the category, such as *Test*
2. Select a color for the category, such as **Red**
3. Use the default status of **Active**

Check Inactive when you want to make categories that you no longer use inactive.

1. Enter a description of the category, such as Use for test assignments
2. Click the Assignment Defaults tab
3. Select the default score type that assignments in this category will use, such as **Points**
4. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as 100
5. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as 5
6. To weight assignments in this category by default, click **Weight** and enter a value, such as 2, in the Weight field
7. Use the Publish Assignment menu to define when assignments in this category will be published
8. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected
9. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected
10. To save the new category, click **Save**

To view the categories that you and the district leaders have already created, click the View All tab when you are creating a category, or view the same information by clicking **Grading** and selecting **Categories**. District-created categories are labeled with an icon that looks like a building. Also, use the View All tab to view the classes that are using each category and whether or not each category is active.

To edit a category that you created, click **Grading** and select **Categories**. Click the Edit icon next to the category you want to modify. Make the necessary changes and click **Save**. You cannot edit the name, color, or description of district-created categories, but you can choose which courses to apply them to, change the scoring, and make them inactive if you are not using them in your gradebook.