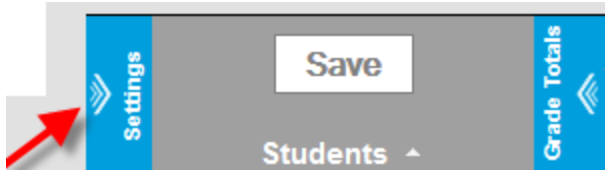
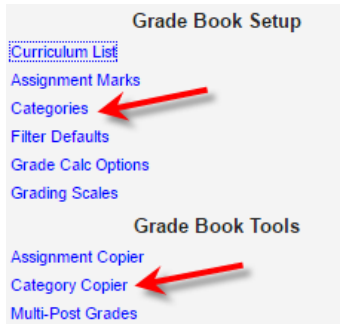


Step 3: High School Category Creation

1. Click on the Gradebook tool
2. Expand the Settings tool by clicking on the arrows next to Settings.



3. New Category, select Categories. Category Copier can be selected if the categories that will be used have already been set up either in another section or subject in the current year or the previous school year.



4. New Category

- a. **Total Points Calculation** (one category must be created, this is a folder for the assignments)
(Uncategorized Assignment category is in every secondary gradebook, that is for Canvas)
 - Click on Categories
 - In the pull down menu, select All or just the class or classes you want to use the category in
 - Click on the Add button
 - Name the Category something generic like Assignments
 - In the Weight field (highlighted in Red) enter 100
 - Place check marks next to all the sections/subjects that need this category
 - Save
- b. **Weighted Calculation**
 - Click on Categories
 - In the pull down menu, select All or just the class or classes you want to use the category in
 - Click on the Add button
 - Name the category that will be used for assignments, for example, Daily Work, Bell Work, Quizzes, Tests
 - Click in the Weight field, give the category the correct weight
 - Place check marks next to all the sections/subject that need this category
 - Save
 - Repeat the process for every category needed

5. Copy Categories from Previous School Year

- a. Make sure the current school year is being displayed
- b. Click on the Grade Book tool and Expand the Settings area
- c. Select Category Copier under the Grade Book Tools section
- d. In the Category Copier window
 - Select the correct school year in the pull down menu to copy from
 - Click on the class/subject in the Section area to copy from
 - In the Category Name area select the categories to be copied and click Next
 - Click on the class/subject in the Section area to copy to
 - Click on the Copy button