Create Assignment Categories in the Gradebook

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

To define a category:

1. Log on.
2. Click the **Classes** tab.
3. Select a class to create categories for.
4. Click the **Categories** side-tab.
5. On the **Options** menu, click **Add.** The New Category page appears:

> **Note:** You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.

5. Type a code and a description for the category.

> **Note:** Because the code can appear in the column header on the Scores page, type a short value.

6. If you set your gradebook preferences to calculate term averages by weight, type a **Weight** if you want the system to weight any grades you enter for an assignment in this category. For example, if you create the assignment type **Homework,** and homework is 15% of the students' final grade, type **15.** Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term. This field does not appear if you calculate term grades using total points.

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> **Note:** Weights do not have to add up to 100. A category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

7. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments:

   - At the **Grade Scale Name** field, click 🔍 to select the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a **1,2,** or **3** for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades **1,2,** and **3** and their point values. Then, you would select that grade scale at this field.

> **Note:** District grade scales are available for you to use for all assignments. Create grade scales only if you have a personal grading scheme that is not defined by a district grade scale.

   - At the **Entry mode** drop-down, select **Both, Numeric Only,** or **Letter Only** to determine the grade values you can enter for any assignments in this category.
   - Type the **Total** (maximum) **points.**
   - Type any **Extra credit points** a student can earn for an assignment.
   - Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
   - Select a **Visibility type** for this assignment category. **Private**: Assignments do not appear in the Student or Family portals; **Public**: Assignments and grades appear in portals; **Public– no grades**: Assignments appear in portals but without grades.

8. If you linked this section to any other sections on the Class Details page, select the **Also add this category to linked sections** checkbox.

9. Click **Save.**

10. Repeat steps 4-9 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.

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