

Category Maintenance

Entity (001) Grades 9 to 12 (001)
Band 1/01 Prd: 1 Band 1

Marilee Andreas Account Preferences Exit ?

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Score Method
Grades based on total points Change Score Method

Use These Categories For My Other Classes

Categories Used Add/Edit Categories

Category	Category Description
1 6T/T	6WKS TEST/TEST
2 6WT	6 WEEK TEST
3 BT	BOOK TESTS
4 CW	CLASS WORK
5 DQ	QUIZZES - Daily
6 DWK	DAILY WORK
7 E/SP	ENGLISH/SPELLING
8 ENG	ENGLISH

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.

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Score Method

Use total points to calculate grades

Base grades on percents assigned to categories

Base grades on percents assigned to categories by Grade Period

Save

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.

Category Group Maintenance (353)

Category		Category Description	Include
6T/T		6WKS TEST/TEST	<input checked="" type="checkbox"/>
6WT		6 WEEK TEST	<input checked="" type="checkbox"/>
ASGN		Assignments	<input type="checkbox"/>
BT		BOOK TESTS	<input checked="" type="checkbox"/>
CW		CLASS WORK	<input checked="" type="checkbox"/>
DQ		QUIZZES - Daily	<input checked="" type="checkbox"/>
DWK		DAILY WORK	<input checked="" type="checkbox"/>

Print ? Back
Save
Select All
Unselect All

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.

Category Group Maintenance (353)

Total Percent Allocated

Current Percent Allocated: 0.00	Modified Percent Allocated: 125.00
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Category		Category Description	Current Percent	Include	Modified Percent
6T/T		6WKS TEST/TEST	0.00	<input checked="" type="checkbox"/>	25.00
6WT		6 WEEK TEST	0.00	<input type="checkbox"/>	0.00
ASGN		Assignments	0.00	<input type="checkbox"/>	0.00
BT		BOOK TESTS	0.00	<input type="checkbox"/>	0.00
CW		CLASS WORK	0.00	<input checked="" type="checkbox"/>	25.00
DQ		QUIZZES - Daily	0.00	<input type="checkbox"/>	0.00
DWK		DAILY WORK	0.00	<input checked="" type="checkbox"/>	25.00
E/SP		ENGLISH/SPELLING	0.00	<input type="checkbox"/>	0.00
ENG		ENGLISH	0.00	<input type="checkbox"/>	0.00
HWK		HOMEWORK	0.00	<input checked="" type="checkbox"/>	25.00

Print ? Back
Save
Select All
Unselect All

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.