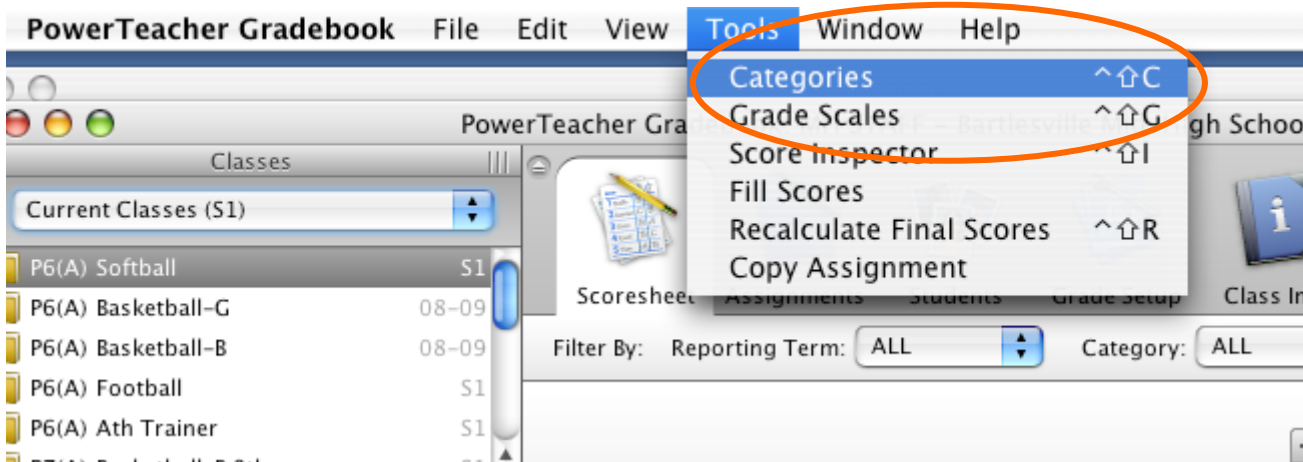


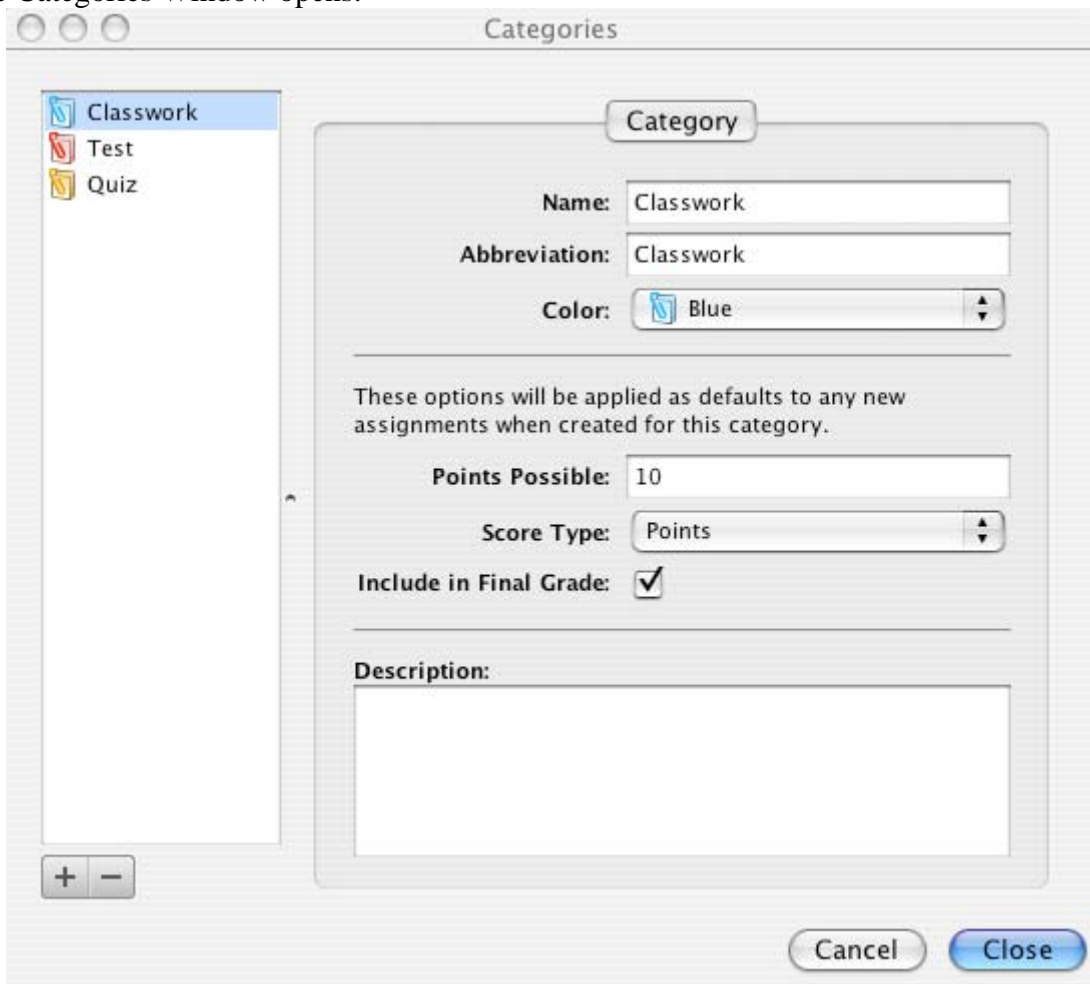
Categories

Categories provide a way to organize assignments in your gradebook. (NOTE: if you use a weighted method of grading, you must set up categories BEFORE you do Grade Setup.)

- Choose **Categories** under the **Tools** menu.



The Categories Window opens.

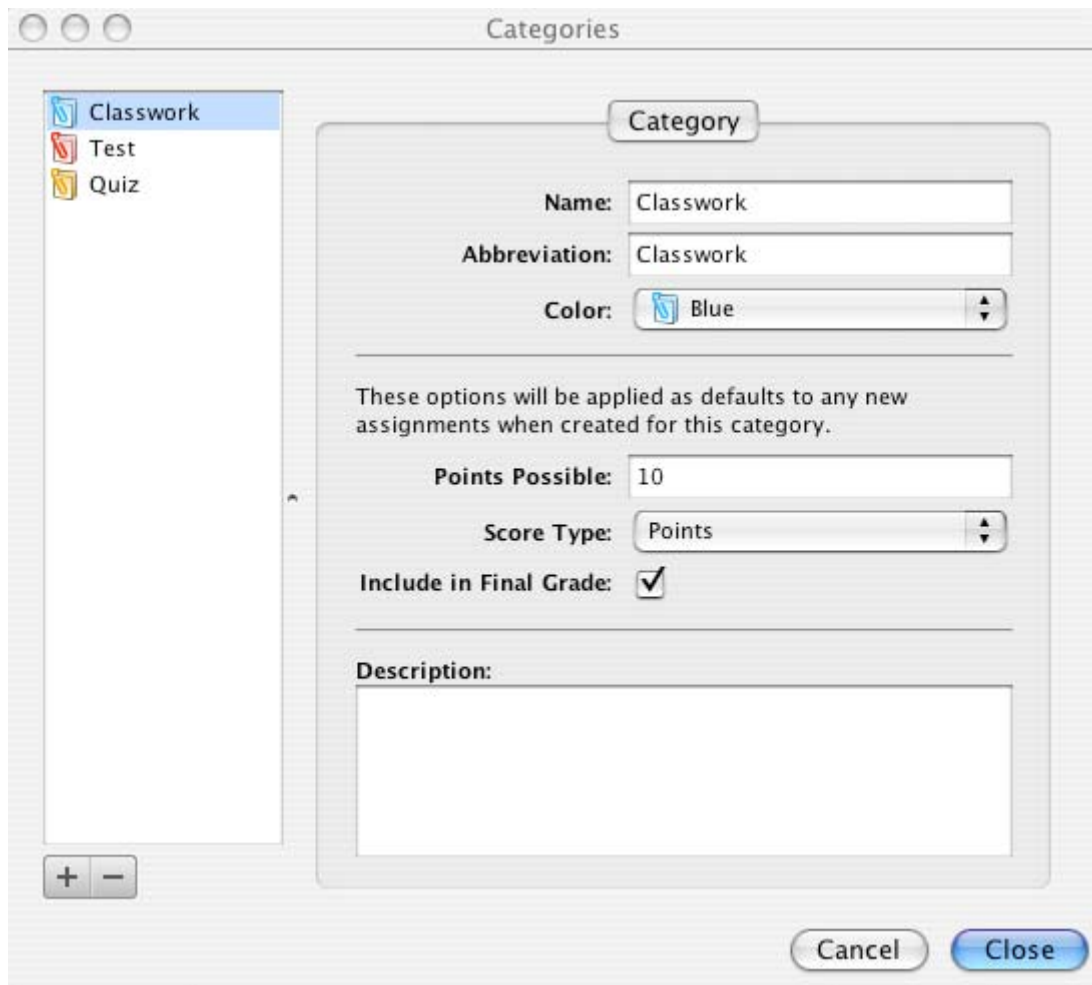


On the left, you will see the existing categories (some are already set up by PowerSchool). As you highlight each, you can see the settings for that category on the right.

This example shows the settings for the category Classwork.

Note: Points Possible are set to 10...this setting should be the number of points that you *typically* assign to classwork; however, you can change the value as you create new assignments.

Score Type should be set to **Points** for all categories.



To change the settings (change the name, abbreviation, color, points possible, or description), highlight the category name on the left and make changes on the right. Closing the window or highlighting another category name on the left will save the changes.

Additionally, you can ADD more categories by clicking on the + at the bottom of the left column. A new category titled Category is added and you must define it on the right. (NOTE: categories MUST have an Abbreviation.)

NOTES:

- Categories are defined for the entire gradebook. You should set up any and all categories that you will need for your classes.
- You may not delete categories that are “in use.” Categories not in use may be deleted by highlighting on the left and clicking on the – at the bottom of the left column.