

# Establishing Categories

October 2014

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# Establishing Categories

[Using Categories](#) | [Creating a Category](#) | [Deleting a Category](#)

**PATH:** *Campus Instruction > Grade Book > Settings > Categories*

**PATH:** *Campus Instruction > Planner > My Curriculum > Section Title > Categories*

Categories are like the folders that assignments are sorted into. They collect assignments that count towards a particular Grading Task or Standard.

View your categories list in two ways.

Via the Settings tab of the Grade Book:

Sequence ▲	Category	*Weight	Exclude	Drop Lowest (%)
<input type="text" value="0"/>	Homework	<input type="text" value="1.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	Quizzes	<input type="text" value="1.0"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="0"/>	Tests	<input type="text" value="2.0"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Add, Close

*Categories List*

Or through the Section information window in the Planner:

The screenshot shows the 'My Curriculum' tab in the Infinite Campus system. A red box highlights the 'My Curriculum' tab, and a red arrow points to the '580511-1000 AP Calculus (A)' course entry in the curriculum list. Another red box highlights the 'Categories' link in the course's assignment menu, with a red arrow pointing to the 'Category List' dialog box. The 'Category List' dialog shows a table with columns for 'Sequence' and 'Category'.

Sequence ▲	Category
<input type="text" value="0"/>	Homework
<input type="text" value="0"/>	Quizzes
<input type="text" value="0"/>	Tests

#### *Accessing the Categories List through the Planner*

Click the Name to open a category and modify it. Modify the Sequence, Weight, Exclude checkbox and Drop Lowest checkbox and save changes from the Category list. See the [creation steps](#) following for descriptions of how these fields work.

## Using Categories

When creating assignments, select the Category of the assignment after you've indicated the assignment's Grading Task(s) or Standard(s) in the Scoring Alignment Detail.

**Scoring Alignment Detail**

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Align to Grade Book

**Grading Tasks**

Select which grading tasks get this assignment

Grading Task	Scoring Type	*Total Points	*Multiplier
<input checked="" type="checkbox"/> Semester Grade	<input checked="" type="radio"/> Points	<input type="text"/>	<input type="text" value="1"/>
<input checked="" type="radio"/> Homework	<input type="radio"/> Marks		
<input type="radio"/> Quizes			
<input type="radio"/> Tests			

*Selecting Categories in the Assignments Tool*

Assignments can be sorted by Category in the [Grade Book](#).

A category cannot be deleted if it already has assignments.

## Creating a Category

Categories must be created before assignments can be added to the Grade Book.

### Category Detail

**\*Name**

**\*Weight**

Sequence

Exclude from Calculation

Drop Lowest Score (%)

### Category Placement

Select which Sections will use this category

Teachers	Section	Term	
Administration, Administration	580511-1000 AP Calculus (A)	1, 2, 3, 4	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	
Semester Grade	<input checked="" type="checkbox"/>
2nd Quarter Mid-term	<input checked="" type="checkbox"/>
Quarter Grade seq 2	<input checked="" type="checkbox"/>

#### Category Detail Editor

1. From the Grade Book, open the Settings menu and click **Categories** in the *Grade Book Setup* section.
2. In the window that opens, click the **Add** button at the bottom right hand corner.
3. Enter a **Name** for the Category, which displays on assignments and in the Grade Book. Names should be unique.
4. Enter a **Weight** for the Category. The weight of a category determines the effect of each category on the final grade, in relation to other categories. Weights are calculated as a ratio based on the other weights entered. For example, in the opening image, the Tests category would be worth twice as much as the other two categories, having a ratio of 2:1:1. Weights only influence calculation if the **Weight Categories** option is selected in the [Grade Calculation Options](#).
5. Enter a **Sequence** for the Category to determine the order in which categories are listed in the Grade Book.
6. Mark the checkbox to **Exclude from Calculation**. Excluded categories are not included in grade calculation and display with an asterisk.
7. Mark the checkbox to **Drop Lowest Score**, which automatically removes the lowest score in the category by percentage from calculating into the student's grade. See the [drop lowest score logic](#) in the section following.

8. Indicate which **Sections** to add the category to in the *Category Placement* section. Sections listed include the current section and any others in the same course that have the same teachers.
9. Mark the **Grading Tasks** or **Standards** that the assignments in this category should count towards. You can select multiple tasks or standards. For example, a category called Unit 4 may be used in Quarter 2 and Semester grading tasks but not in Quarter 1.
10. Click **Save** to add the category to the list.

## Deleting a Category

1. From the Grade Book, open the Settings menu and click **Categories** in the *Grade Book Setup* section.
2. Click on the category **Name** to open it.
3. Click **Delete** in the bottom right corner.
4. Verify that you would like to delete the category in the warning message that appears.

 A category cannot be deleted if it already has an assignment.

## Drop Lowest Score Logic

The Drop Lowest Score feature marks as dropped the lowest scored assignment (by percentage) for a category for each student.

The dropped score is determined through a series of steps:

First, the feature creates a list of possible scores to drop for each student based on the following characteristics:

- The assignment must be **active**.
- The score field must be **not null**; in other words, some kind of score must be entered, including an entered shortcut such as M: Missing.
- The score must not be flagged as **exempt**.

Next, the feature assigns a percentage value to each acceptable score based on the following logic:

- If the Score Type is Assignment Marks and the score does not equal a valid mark score, or if the Score Type is Points and the score is not a shortcut key or number, the score will not be considered among those to be dropped because it is not in a valid format that the calculation can consider.
- Assignments with valid scores entered will calculate as a percentage of points possible.
  - If an assignment has a score entered of M: Missing or Ch: Cheated, that score will calculate as 0%.

 Assignments scored as M or Ch will be assigned a percentage of 0. Scores flagged as missing or cheated using the Context Menu will not be considered in the calculation because the score is Null. Keep this in mind when using this feature. For example, if the score of a "cheated" assignment should not be among those considered to be dropped, mark it using the checkboxes in the context menu rather than the "ch" keyboard shortcut.

Finally, the feature marks the score with the lowest percentage value as "dropped" and removes the dropped flag from any other score for that student. As long as the Drop Lowest Score checkbox is marked, this calculation will run each time an assignment score is changed.