

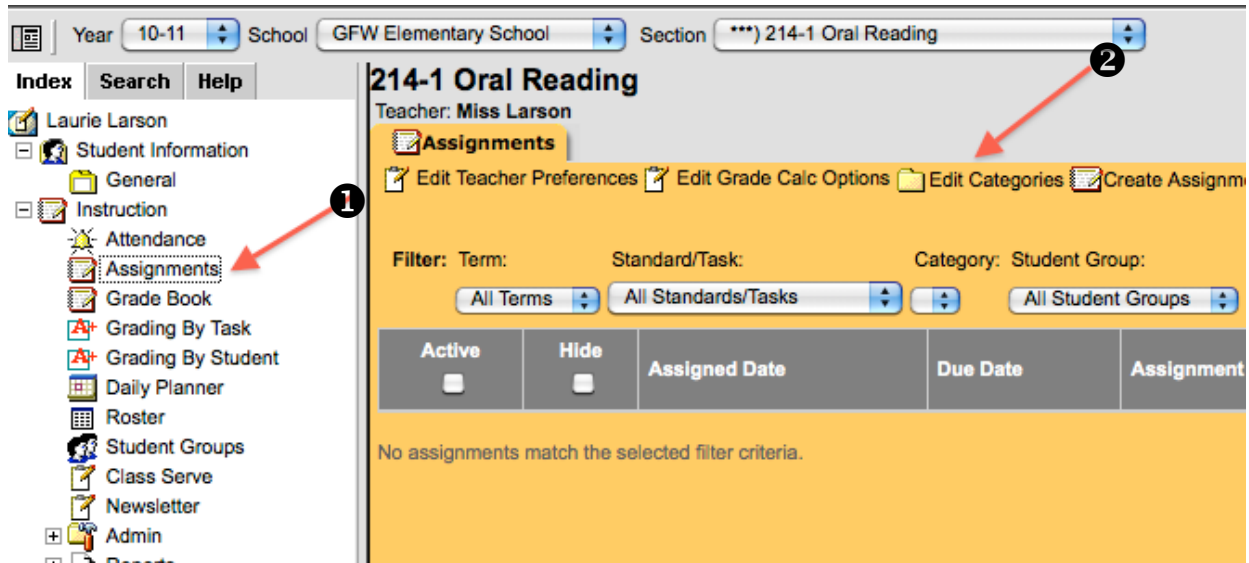
# Infinite Campus

Grading Set-up 2011-12

## Step 4: Edit Categories

Select the school year and your class section

- ① Instruction Menu--->Assignments---> ② Edit Categories

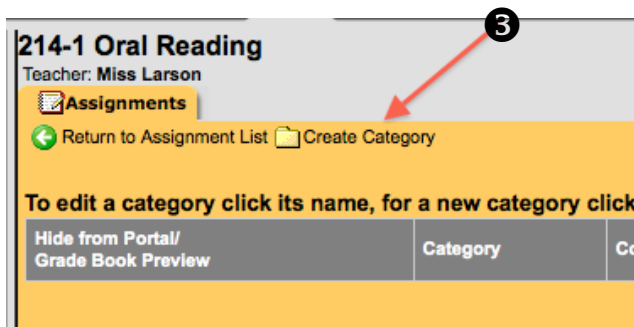


You will group your assignments into “Categories”

Categories can be anything you choose:

daily work, homework, projects, oral reading, tests, quizzes, group work, weekly participation

- ③ To create a category click “Create Category”



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- 4 Enter the weight for your category. If this is an unweighted category, enter "zero".
- 5 Section: If you teach more than one section of this course, you can apply these preferences to each section of the course
- 6 Select the Grading Task to which the assignment is associated

The screenshot shows the 'Assignments' page with a 'Category Detail' form. The form includes fields for Name, Weight, and Sequence. The 'Weight' field is highlighted with a circled '4'. Below the form are sections for 'Sections' and 'Grading Tasks', both with checkboxes. The '214-1 Oral Reading' section and '02 oral reading grade' grading task are checked and highlighted with a circled '5' and '6' respectively. A circled '7' is placed above the 'Save Category' button in the top navigation bar.

- 7 Click "Save Category" when done.  
You can add as many additional categories as you wish
- 8 Below is a summary of the categories you have created.  
Checking the box allows you to hide the category so it does not display on the Parent Portal.

**214-1 Oral Reading**  
Teacher: Miss Larson

Assignments  
Return to Assignment List Create Category

To edit a category click its name, for a new category click the "Create Category" button.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude	Drop L
<input type="checkbox"/>	Daily Work	Oral Reading - 1 > 02 oral reading grade	20.0	<input type="checkbox"/>	
<input type="checkbox"/>	Quizzes	Oral Reading - 1 > 02 oral reading grade	40.0	<input type="checkbox"/>	
<input type="checkbox"/>	Tests	Oral Reading - 1 > 02 oral reading grade	40.0	<input type="checkbox"/>	