Using **Categories**, teachers can group related assignments for sorting and grade calculation. Categories must be created before assignment can be added to the Grade Book. The following steps outline the process for creating Categories in the Infinite Campus Grade Book.

Grade Book Tool

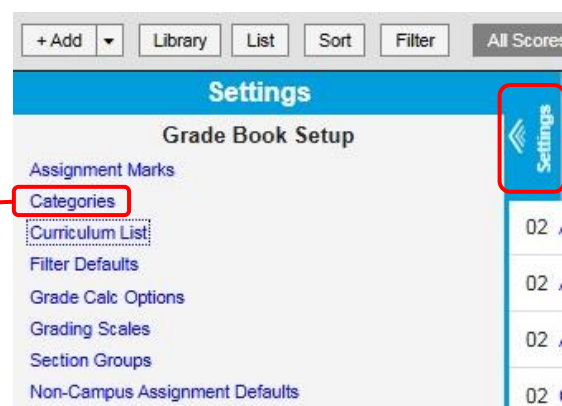To open the **Grade Book** tool through the **Main Menu**:

1. From the **Main** Menu, click on **Instruction**.
2. From the **Instruction** window, click on the **Grade Book** tool under the **Grades** category.
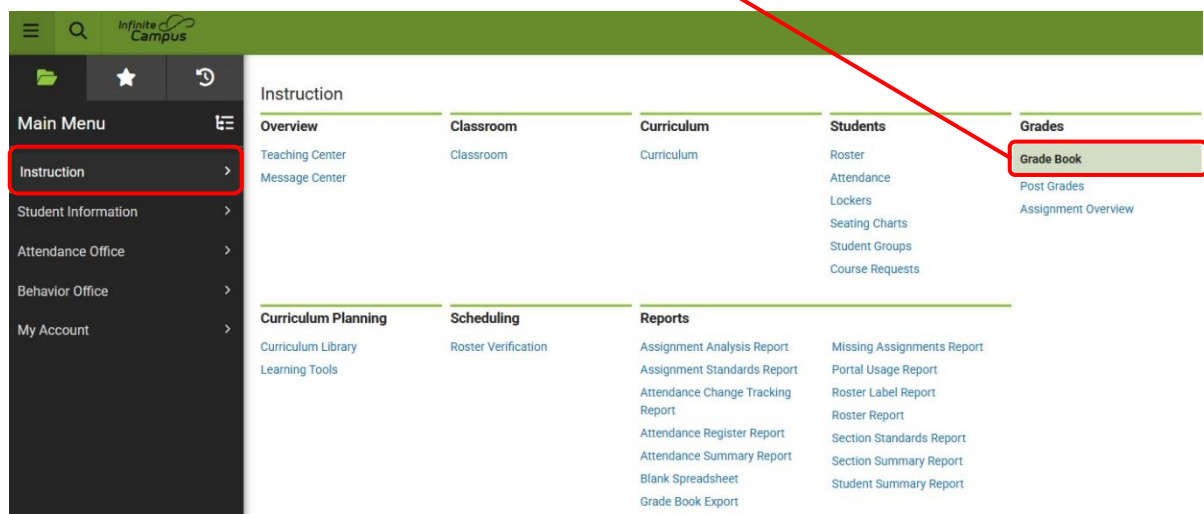
Creating a Category

To Create a new **Category**:

1. From the **Grade Book**, click on the **Settings** menu.
2. From the **Grade Book Setup** window that appears, click on **Categories**.

From the **Category List** window that appears, click the **Add** button at the bottom right-hand corner.

From the **Category Detail** window that appears:
1. Enter a **Name** for the new Category (*This name will display on Assignments and in the Grade Book. Names must be unique and can be up to 50 characters in length*).

2. Select the **Sections** that should include the new Category.
3. For each of the Sections selected, enter or mark the following:
   a. **Weight** – The weight of a Category determines the effect of each Category on the final grade in relation to the other Categories. Weights can be entered as percentages (*without the % sign*), or calculated as a ratio based on the other weights entered.
   b. **Sequence** – The sequence for a Category determines the order in which Categories are listed in the Grade Book.
   c. **Exclude from Calculation** - Excluded Categories are not included in the grade calculation abd display with an asterisk.
   d. **Drop Lowest Score (%)** – The Drop Lowest Score automatically removes the lowest score in the Category (*by percentage*) from calculating into the student's grade.
   e. **Default Scoring Type** – The Default Scoring Type allows teaches to select if the assignment should be scored using **Points**, **Marks** or **Rubrics**.
4. Click **Save** to add the new Category to the list.

Deleting a Category

To **Delete** a Category:

1. From the **Grade Book**, click on the **Settings** menu.
2. From the **Grade Book Setup** window that appears, click on **Categories**.
3. Click on the **Category Name** to open the Category that you want to delete.
4. Click **Delete** from the bottom right-hand corner.

Category Detail

*Name

Section		*Weight	Sequence	Exclude from Calculation	Drop Lowest Score (%)	Default Scoring Type
☐		0	0	☐	☐	☐ ∨
☐	ANCHOR) 9980-300 ANCHOR			☐	☐	∨
☐	01) HR02-2212 HOMEROOM ...					∨
☐	01) 0204-2212 MATH 2					∨
☐	01) 0201-2212 READING 2					∨
☐	01) 0205-2212 SCIENCE 2					∨
☐	01) 0203-2212 SOCIAL STUDI...			☐	☐	∨
☐	01) 0202-2212 WRITING 2			☐	☐	∨

Delete?

Are you sure you want to delete this category?

[OK] [Cancel]

[Save] [Delete] [Close]

5. Verify that you want to delete the Category, and then click **OK**.

Note: A **Category** cannot be deleted if there are assignments aligned to that specific Category.

IT Support

Grade Book – Creating Categories:
If you have issues creating Grade Book categories after completing the steps above, please submit a support request via email to epssupport@eriesd.org.