

Categories

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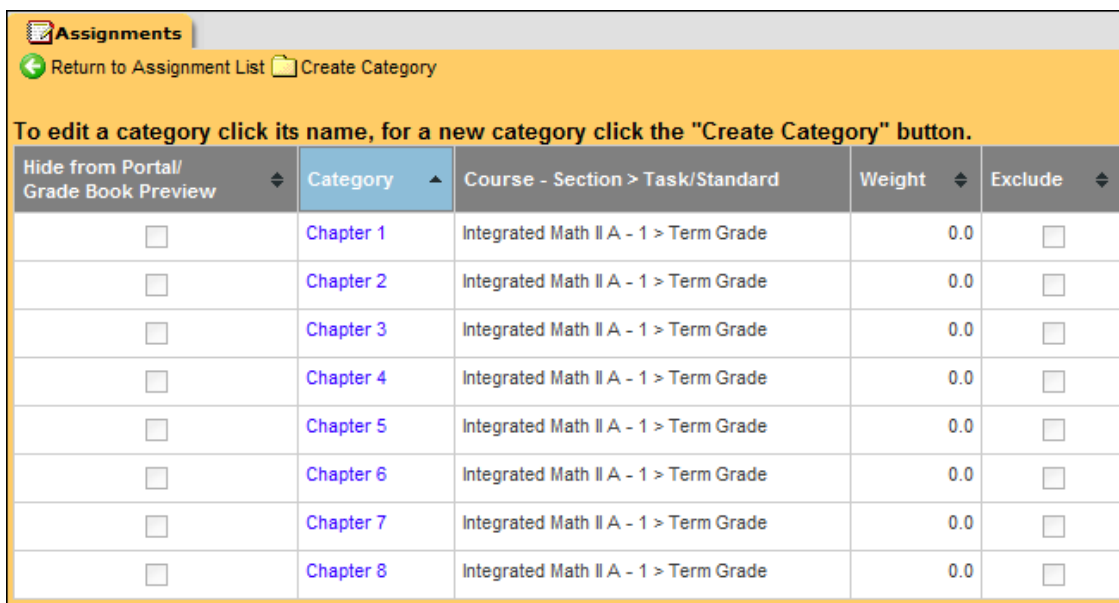
Categories

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i Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

Overview

A Category is a collection of assignments that count toward a grading task or standard. The Categories screen first displays a summary of all the categories set up for the sections taught by the teacher based on the course selected in the Campus toolbar. Clicking a link in the Category column displays a detailed view of the category and allows users to edit the category.



The screenshot shows the 'Assignments' section of the Category Editor. At the top, there are navigation links: 'Return to Assignment List' and 'Create Category'. Below this is a header instruction: 'To edit a category click its name, for a new category click the "Create Category" button.' The main content is a table with the following columns: 'Hide from Portal/Grade Book Preview', 'Category', 'Course - Section > Task/Standard', 'Weight', and 'Exclude'. The table lists eight categories, all for 'Integrated Math II A - 1 > Term Grade', with a weight of 0.0 and an 'Exclude' checkbox.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude
<input type="checkbox"/>	Chapter 1	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 2	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 3	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 4	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 5	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 6	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 7	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 8	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>

Image 1: Category Editor

Category Column Descriptions

Column	Description
Hide from Portal/Grade Book Preview	This column indicates whether the category is hidden from the Portal and Grade Book (ETT) Preview .
Category	This column displays the category name. Clicking the category name displays the Category Detail editor.
Course - Section > Task/Standard	This column displays the Course, Section, and Task or Standard to which the category is aligned.
Weight	This column displays the weighting used on the category. Weighting on categories allows a percentage to be set on assignments attached to the category. All of the categories count toward a term grade. For example, tests may be 40%, projects 40% and homework 20%.
Exclude	This column displays whether the category is excluded from the grade calculation.

Category Detail Editor

The Category Detail editor displays when the user clicks the **New Category** button or selects an existing Category name on the Category Editor. The Category Detail editor allows users to define parameters for the category.

Assignments

Back to Categories Save Category Save & Add Assignment Delete Category

Category Detail
GroupID 718

*Name

*Weight

Sequence

Hide from Portal/Grade Book Preview

Exclude this category from calculation

Drop lowest score

Last Modified 12/28/2010 16:33:00 -0600

Sections
Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section

1200-1 Integrated Math II A

Grading Tasks
Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

Term Grade

Mid-Term (Progress)

Image 2: Category Detail Editor

Category Detail Editor Column Descriptions

Field	Description
Name	The category name that displays in the Assignments Tool and in the Grade Book (ETT) .
Weight	The weighting used on this category. If this is an unweighted category, type 0 in this field.
Sequence	The Sequence is used to order categories in the grade book if there are multiple categories under a standard/grading task. Type the sequence number in which this category should display.
Hide from Portal/Grade Book Preview	Selecting this checkbox hides the category from the Portal and Grade Book (ETT) Preview .
Exclude this category from calculation	Selecting this checkbox excludes this category from the grade calculation.
Drop lowest score	Selecting this checkbox automatically excludes the lowest score (by percentage) in the category from the grade calculation. As scores are entered, the dropped score may change if lower scores are entered.
Sections	This area of the editor displays all of the active sections of this course to which the category can be added. The category may be placed in multiple sections if those sections are under the same course and taught by the same teacher(s). The checkbox cannot be cleared for a previously selected section if the section has assignment scores aligned to it.
Grading Tasks	This area of the editor displays the standards and/or grading tasks for this course. The category may be aligned to multiple standards/grading tasks. The checkbox cannot be cleared for a previously selected standard/grading task if the standard/grading task has assignment scores aligned to it.


Creating a New Category

1. Select the **Create Category** button.


Result

The **Category Detail** editor appears.

2. Type a descriptive name for the Category in the **Name** field.
3. Enter a weight for this group in the **Weight** field. No decimal or percentage is needed.
4. Enter the order in which the category should appear in the **Sequence** field.
5. Select the checkboxes to activate the following optional choices:
 - Hide from Portal/Grade Book Preview
 - Exclude this category from calculation
 - Drop lowest score

 This step is optional. For more information about these choices, see the [Category Detail Editor Column Descriptions](#).

6. Select the Sections in which to place the category.
7. Select the Grading Tasks to which the category should be aligned.
8. Select the **Save Category** button to return to the Assignments editor or select the **Save and Add Assignment** button to save the category and [Add Assignments](#).

 Multiple categories cannot be given the same name, as this would cause issues with category consolidation. When a **Name** is entered and the user tabs out of the field or the record is saved, Campus will verify that the name given to the category is not a duplicate. If the name is a duplicate, the following message will appear: "The category 'category name' already exists. A category name can only be used once per section."

The user will then have two options. The first option, "**Open existing 'category name'**", will discard what has been entered so far and open the category editor for the existing category. The second option, "**Continue creating a new category**", will remain in the editor of the newly created category, wipe the duplicate category name, and place the cursor in the category name field to allow the user to enter a new, unique category name.

There are instances when categories may have identical names, but this is only done to facilitate data conversion from previous versions of Campus or other SIS system.