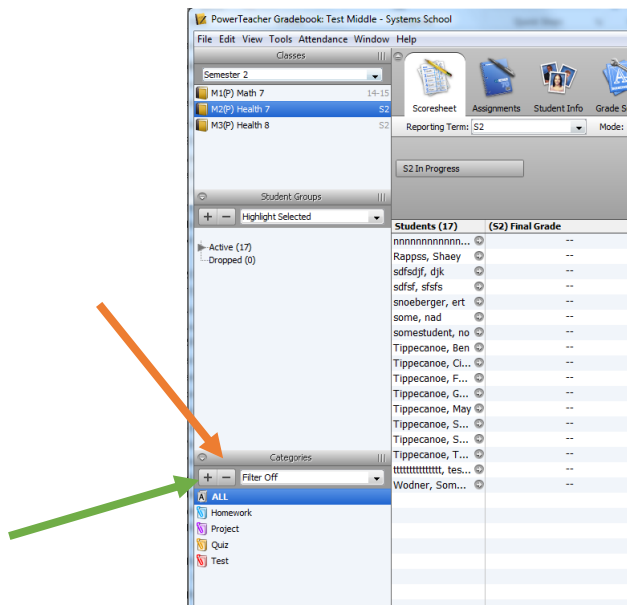


# Creating a Category via Grade Book

With your grade book launched and open – notice the category box in the lower left side of your grade book.



A couple things to note if creating a new category from the default ones already available:

- If you create them, they are **ONLY** available via your grade book
- Create them as a general topic, as they will be available in any section/subject
- Once you create one and tie an assignment to it, you will not be able to delete that category

## **Add a Custom Category:**

Click on the + icon under the category section (see green arrow above)

Complete the fields as desired for your new category. *Note that the items selected will be used as a default for any new assignment that is created for this category.*

**Name** = Name your new category

**Abbreviation** = Shortened name

**Color** = Color to be used via the scoresheet for any assignment created with this category

The following will determine the defaults of any newly created assignment attached to this category (these settings can still be changed for an individual assignment):

**Point Possible** = Total points possible

**Extra Points** = Extra credit allowed if any

**Score Type** = Points, Percentage, Letter

**Include in Final Grade** = check or uncheck

**Publish Assignment** = Select the timing to display this assignment to parents/students

- Immediately
- On Specific Date
- Days Before Due
- On Due Date
- Never

**On Date** = will only be available if you selected On Specific Date for publish assignment

**Days Before Due** = will only be available if you selected Days Before Due for publish assignment

**Publish Score** = Works independent of the publish assignment

- If this is checked, when a score is entered on the scoresheet, it will show for parents and students, as long as the assignment has been published for them to see
- If this is unchecked, when a score is entered on the scoresheet, the score will NOT show for parents/students. If the assignment is published, it will display for them "score not published". They will know a score has been entered, but they won't see the score

**Description** = A description that would show for all students, as a default for every assignment attached to this category

When finished, click on **OK** to save and create this category. Then it will be available in all your subjects when creating an assignment.

**Create Assignment Category**  
Specify attributes of the Assignment Category

**Name:** Laboratory Work  
**Abbreviation:** Lab  
**Color:** Green

These options will be applied as defaults to any new assignments when created for this category.

**Points Possible:** 50  
**Extra Points:** 0  
**Score Type:** Points  
**Include in Final Grade:**

**Publish Assignment:** Immediately  
**On Date:** MM/dd/yyyy  
**Days Before Due:** 0  
**Publish Scores:**

**Description:**

OK Cancel