

Teacher Access Center

Defining Categories

Before creating assignments and entering scores, you must first set up or define your grading categories. Your categories and their weights determine how your students' marking period averages are calculated. Teacher Access Center will not allow you to enter assessments or enter scores until categories are defined. This must be done for each class that you teach. Teachers in grades PK-08 will only need to do this once per school year. Teachers in grades 9-12 will need to define their categories each semester.

Please Note: When choosing your categories and weights, you must select those that have been agreed upon by your campus and your department, subject, or grade level. See your department head or grade level/team leader for information on the categories and weights that you need to choose.

From the Home screen, under **Graded Courses**, in the **Actions** column, click the **Define (Def)** link, or open a class and click **Define Assessments** in the panel at the left side of the screen.

The screenshot displays the 'My Classes' interface. On the left is a navigation menu with the following items: View Student List, Take Attendance, Morning Bulletin, Define Assessments, Score Assessments, Enter Interim Progress, Enter Report Cards, Enter Competencies, Email Students/Guardians, Teacher Preferences, Select Theme, and Set Environment. A red arrow points to 'Define Assessments'. The main area shows a table with columns: Period, Course, Description, Room, Cycles, Marking Periods, and Actions. The 'Actions' column contains links for List, Def, Score, IPR, and E. A red arrow points to the 'Def' link in the first row of the table. Above the table are filters for Courses (Graded Course), Attendance Date (8/4/2008), RC Run (4), and IPR Date.

Period	Course	Description	Room	Cycles	Marking Periods	Actions
Building: 2 - Building 2 Staff: Mrs. Kombe						
2	409 - 2	Algebra 1	204	M, T, W, R, F	M1, M2, M3, M4	List - - Def Score IPR E
3	411 - 2	Algebra 2	106	M, T, W, R, F	M1, M2, M3, M4	List - - Def Score IPR E
6	420 - 1	AP Calculus	106	M, T, W, R, F	M1, M2, M3, M4	List - - Def Score IPR E
6	412 - 1	Calculus	119	M, T, W, R, F	M1, M2, M3, M4	List - - Def Score IPR E

Calculate Average Using Total Points



DO NOT place a check in the Total Point box.

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent
---------	-----------	---------	--------------	-----------------	---------

- In the **Include** column, place a check in the box of the first category you would like to use.
- Enter the weight of this category. If applicable, enter the number of lowest grades to be dropped.
- Determine if missing grades will count as zeroes, or will not count toward the students' average. Missing grades are averaged as zeroes on the due date.
- Then click **Save**.
-

place a check in the desired category

enter desired number of dropped lowest grades

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	DC - Daily/Classwork	40.00	1	Exclude missing scores from the average.	40.00 %	Edit
<input checked="" type="checkbox"/>	HW - Homework	5.00	0	Missing scores count as zero(0) in the average.	5.00 %	Edit
<input type="checkbox"/>	L - Lab					
<input checked="" type="checkbox"/>	MTP - Major/Test/Project	<input type="text" value="55.00"/>	<input type="text" value="0"/>	Exclude missing scores from the average.	55.00 %	Save Cancel
<input type="checkbox"/>	P - Participation			Exclude missing scores from the average.		
<input type="checkbox"/>	Q - Quiz			Missing scores count as zero(0) in the average.		
<input type="checkbox"/>	WS - Work Study					

enter desired category weight

choose missing grade option

click **Save** when complete

Continue on with the next category until your weights equal 100.

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent
<input checked="" type="checkbox"/>	DC - Daily/Classwork	40.00	1	Exclude missing scores from the average.	40.00 % Edit
<input checked="" type="checkbox"/>	HW - Homework	5.00	0	Missing scores count as zero(0) in the average.	5.00 % Edit
<input type="checkbox"/>	L - Lab				
<input checked="" type="checkbox"/>	MTP - Major/Test/Project	55.00	0	Exclude missing scores from the average.	55.00 % Edit
<input type="checkbox"/>	P - Participation				
<input type="checkbox"/>	Q - Quiz				
<input type="checkbox"/>	WS - Work Study				

= 100

:
IPR and Report Cards Averages

It is possible to record categories in your gradebook, but not have all of your categories report to the interim progress report and report card averages.

By default, all categories will average in to the IPR and report card averages.

Default View

all categories will report to IPR/ Report Card

Current View	Mark Type	Override
	IPR - Progress Report	<input type="checkbox"/>

Mark Type: IPR

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent
<input checked="" type="checkbox"/>	DC - Daily/Classwork	40.00	1	Exclude missing scores from the average.	40.00 %
<input checked="" type="checkbox"/>	HW - Homework	5.00	0	Missing scores count as zero(0) in the average.	5.00 %
<input checked="" type="checkbox"/>	MTP - Major/Test/Project	55.00	0	Exclude missing scores from the average.	55.00 %

Choose the **IPR Averages** or **Report Card Averages** tab.

Place a check in the **Override** box.

In the Include column, place check marks in the categories that will be reported to the interim progress report.

If needed, you can repeat the process with the **Report Card Averages** tab.

Categories Assessments **IPR Averages** Report Card Averages Attachments

Current View	Mark Type	Override
⊕	IPR - Progress Report	<input checked="" type="checkbox"/>

Mark Type: IPR

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	DC - Daily/Classwork	40.00	1	Exclude missing scores from the average.	42.11 %	Edit
<input type="checkbox"/>	HW - Homework					
<input checked="" type="checkbox"/>	MTP - Major/Test/Project	55.00	0	Exclude missing scores from the average.	57.89 %	Edit

[My Classes](#) [Scores](#) [Copy](#)

If you teach multiple sections of the same course, or use the same grading categories and weights for multiple courses, you can copy the categories and weights from one class to other classes.

After setting up the categories for one class, choose the **Copy** button at the bottom of the screen.

[My Classes](#) [Scores](#) [Copy](#)

Copy Options

- **Copy Direction:** To Courses → Copy Direction:
- **Copy Type:** Categories Only → Copy Type:
- **Include Marking Periods:** check all → Include Marking Periods:


M1	M2	M3	M4	M5	M6
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Place a check in the **Include** column for all courses that will be using these categories and weights.

Include	Course	Periods	Days	M1 To	M2 To	M3 To	M4 To
<input checked="" type="checkbox"/>	409 - 1 Algebra 1	1	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input checked="" type="checkbox"/>	409 - 2 Algebra 1	2	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input checked="" type="checkbox"/>	411 - 2 Algebra 2	3	M, T, W, R, F	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input checked="" type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input type="checkbox"/>	412 - 2 Calculus	5	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input type="checkbox"/>	420 - 1 AP Calculus	6	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4
<input type="checkbox"/>	412 - 1 Calculus	6	M, T, W, R, F	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4	<input type="radio"/> M1 <input type="radio"/> M2 <input type="radio"/> M3 <input type="radio"/> M4

Place a check in the **Include** column for all categories. Then click the **Copy** button.

Include	Category	Description	Weight	Drop Lowest
<input checked="" type="checkbox"/>	Cls	Class Work	15.00	1
<input checked="" type="checkbox"/>	HMK	Homework	5.00	0
<input checked="" type="checkbox"/>	Test	Test	50.00	0



Note #1: If you need to make a correction to your categories or weights during the year, you may do so. The students' averages will be automatically recalculated for the current marking period based on the new weights. However, the change will not apply to previous marking periods in which report cards have already been issued.

Note #2: You will not be able to delete a category if you have used it for an assessment. You will need to delete the assessment(s) using that category to delete the category.

Note #3: If using the Overwrite Categories option when copying categories, the previous weights will be overwritten. However, a previously defined category cannot be deleted in the copy function. You will need to visit the Define Categories page and delete the undesired category manually.