

Teacher Access Center

Editing Categories

Changing Category Weights

From the Home screen, click the **Def** link.

My Classes

Courses: Graded Course Attendance Date: 9/24/2008 RC Run: 1 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
3	411 - 2	Algebra 2	106	M, T, W, R, F	M1, M2, M3, M4	List	-	Def	Score
6	420 - 1	AP Calculus	106	M, T, W, R, F	M1, M2, M3, M4	List	-	Def	Score
6	412 - 1	Calculus	119	M, T, W, R, F	M1, M2, M3, M4	List	-	Def	Score

Click the **Categories** tab.

Categories	Assessments	IPR Averages	Report Card Averages	Attachments
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Click the **Edit** link for the category weight you wish to edit.

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	Cls - Class Work	40.00	2	Exclude missing scores from the average.	40.00 %	Edit
<input type="checkbox"/>	COMP - Computer Lab					
<input type="checkbox"/>	EXAM - Exam					

Change the weight, then click **Save**.

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	Cls - Class Work	<input type="text" value="40.00"/>	<input type="text" value="2"/>	Exclude missing scores from the average.	40.00 %	Save Cancel

Percent
40.00 %
5.00 %
55.00 %
=100

Repeat this process for other categories if necessary. The students' current marking period averages will automatically recalculate based on the new category weight.

Be sure that your total percentage weights add up to 100.

Adding a Category

Place a check in the box.

Choose weight and other options.

Then click **Save**.

<input checked="" type="checkbox"/>	PAR - Participation	<input type="text" value="5"/>	<input type="text" value="0"/>	Exclude missing scores from the average.	Save Cancel
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Be sure to edit the percentages of the other categories so that the total percentage weights add up to 100.

Deleting a Category

Uncheck the **Include** box.

Be sure to edit the percentages of the other categories so that the total percentage weights add up to 100.

Delete Category – Used Category

If you have used a category for an assessment, you will not be able to uncheck and delete the category.

unused category → PAR - Participation

used category → QUIZ - Quiz

used category → Test - Test

Visit the **Assessment** page.

Categories	Assessments	IPR Averages	Report Card Averages	Attachments
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Click the **Edit** link.

Class Work	Not Extra Credit	page 12	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
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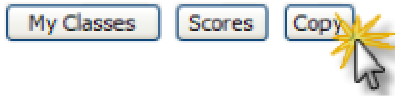
Use the drop down menu to change the category type, then click **Save**.

Category*	Extra Credit	Description*	Points*	Weight*	Files	Publish Item	Publish Scores	
Class Work <input type="button" value="v"/>	Not Extra Credit <input type="button" value="v"/>	page 12 <input type="button" value="More..."/>	<input type="text" value="100"/>	<input type="text" value="1.00"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Cancel
Class Work	Not Extra Credit	chap 1 test	100	2.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
Homework	Not Extra Credit	worksheet #12	100	1.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
Participation	Not Extra Credit							
Test								

Editing Categories Using the Copy Feature

After successfully editing your categories in the original marking period, you can copy the changes to other courses and/or marking periods.

On the **Define Categories** page, click the **Copy** button.



Copy Direction: To Courses

Copy Type: Categories Only

Include Marking Periods: check all

Copy Options

Copy Direction:

Copy Type:

Include Marking Periods: M1 M2 M3 M4 M5 M6

To replace the old category weights with the new weights, place a check in the **Overwrite Categories** box.


Overwrite Categories:

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: 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 for each course and marking period and delete the undesired category manually.