

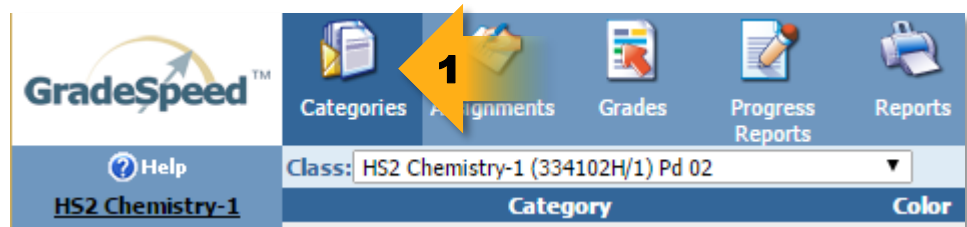
# GRADEBOOK: MODIFYING GRADING CATEGORIES

## Quick Start Guide

This Quick Start Guide will take you through the process of modifying grading categories for each section in your gradebook. Categories come predefined, but the majority of teachers can edit them.

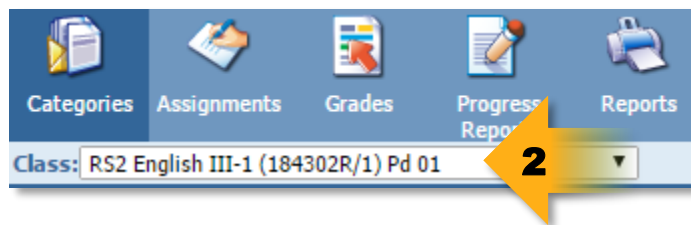
### Open the Categories Screen

1. In the menu bar, click “Categories.”



### Select a Class

2. In the Class dropdown, select the desired class.



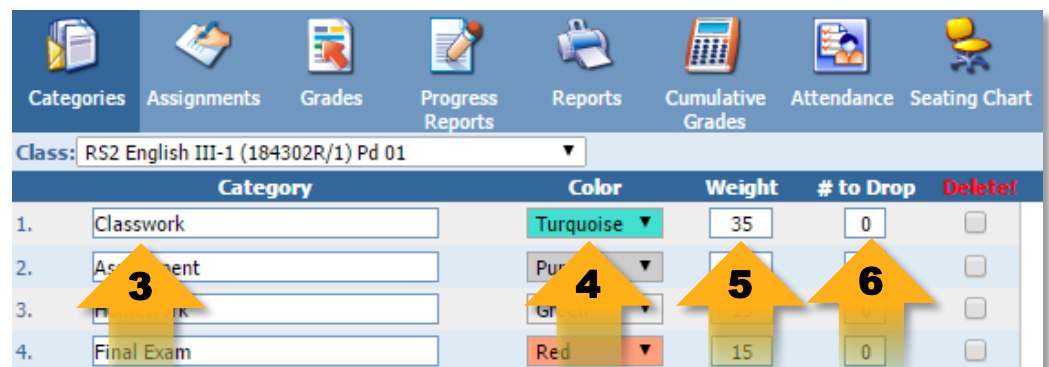
### Modify a Category

3. Type in the name of your first category.

4. Select your desired color.

5. Indicate the percent which this category will count towards the final grade.

6. If you want to drop low assignments by category, indicate how many here.



*Note: Some schools elect to pre-define and lock-down teacher categories, preventing edits at the class level.*

### Create Additional Categories

7. Repeat steps 3-6 to create any additional categories.

8. Ensure values in **Weight** column add up to 100.

Category	Color	Weight	# to Drop	Delete!
1. Classwork	Turquoise	35	0	<input type="checkbox"/>
2. Assessment	Purple	35	0	<input type="checkbox"/>
3. Homework	Green	15	0	<input type="checkbox"/>
4. Final Exam	Red	15	0	<input type="checkbox"/>

### Select Class Preferences

9. Enter your category preferences by clicking each item's dropdown.

*Note: Do not modify these settings mid-grading cycle; it could cause inaccurate grade calculations.*

Hide Spanish Category Names: Yes  
 Method of weighting grades: Percent  
 Maximum grades to drop for each student: 0  
 Students Advantage: Yes  
 Make category properties identical for all classes in this group: Yes  
 Total Points Logic: Yes

### Update Changes

10. Click **Update** to save changes.

Category	Color	Weight	# to Drop	Delete!
1. Classwork	Turquoise	35	0	<input type="checkbox"/>
2. Assessment	Purple	35	0	<input type="checkbox"/>
3. Homework	Green	15	0	<input type="checkbox"/>
4. Final Exam	Red	15	0	<input type="checkbox"/>

### Define Categories for Additional Classes

11. Select another class and repeat steps 3-10.

GradeSpeed™  
 Categories Assignments Grades Progress Reports Reports  
 Class: HS2 Chemistry-1 (334102H/1) Pd 02  
 Category Color