

Faculty Access for the Web 7

Teacher Tutorial: Set Up Assignment Categories

In *Faculty Access for the Web*, you can set up categories for assignments, such as Homework, Essay, and Test. Categories enable you to group assignments and to average assignment grades in category averages calculations. You set up your categories on a per class and marking column basis. For each marking column and class combination, you also designate whether to calculate the marking column grade average by category percentages or by the sum of points received on the assignments. If you select to calculate the marking column grade average based on assignment grades only, you are not required to set up categories. Even if you do not calculate marking column averages based on category percentages, we recommend you set up categories so you can use grading scales and enter numbers of lowest grades to drop.

1. On the Home page, click **Settings**. The Edit my classes settings screen appears.
2. Select the academic year and session for which you want to set up categories.
3. Click **OK**. You return to the Home page.
4. From the navigation bar, under **Gradebook**, click **Edit categories**. The Categories page appears.

Categories Copy from Save

Marking column: QT 1 Class: ALGB II-1, Algebra II

This class is graded using category percentages (otherwise the sum of the assignment grades will be used)

New Delete Print			Up Down			
Name	Default name	Graded	Number to drop	Grading scale	Default maximum points	Averaging method
		Yes				Sum of assignment points

Sample calculation:

5. Select the marking column and class for which you want to create assignment categories.
6. Select the **This class is graded using category percentages** checkbox to calculate the marking column grade with category percentages. Clear the checkbox to calculate the marking column grade with the sum of assignment points only.



For more information about marking column weight calculations and how to set up your categories, see the Overview of Marking Column Weight Calculations tutorial.

7. Enter the categories for your classes.

Name	Name the group of assignments, such as Homework, Quiz, Test, Lab, or Oral Exam.
Default Name	Enter an abbreviation of the name for use in your gradebook.
Graded	Select whether the assignments in the category are graded.
Number to Drop	Enter the number of lowest assignment grades in the category to drop.
Grading Scale	If you plan to enter non-numeric grades for assignments, select a grading scale to translate these assignment grades to numeric grades.
Default Maximum Points	Enter the maximum number of points an assignment in the category is typically worth.
Averaging method	If you select to use category percentages to calculate the marking column grades, select to calculate category percentages for the group of assignments by the sum of assignment points or by the assignment grade averages.
Factor	If you select to use category percentages to calculate the marking column grades, enter the percentage of each category average in the marking column average as the factor.
Percent of grade	When you leave the Factor column, the percentage the category comprises in the marking column grade appears in the Percent of Grade column.

8. As you enter category information, review the sample calculation to verify you have your categories set up correctly.
9. Click **Save**.
10. Select another marking column and class combination to complete your categories set up.
11. Click **Save** after you set up the categories for each combination.

Copy Assignment Categories

To save time, you can copy categories and associated assignments created for one marking column and class to another marking column and class. On the Categories page, select the marking column and class to which to copy categories. Click **Copy From** and select the marking column and class containing the categories to copy from. You can only copy within an academic year. To copy across academic years, from the navigation bar, under **Gradebook**, click **Copy last year's gradebook setup**.