

Setting Up Categories

You can create categories, such as Homework, Essay, and Test, to group assignments.

1. Log into *Faculty Access for the Web*.
2. On the Home page, select the academic year for which you are adding categories.
3. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.
4. Select the Setup tab.

Faculty Access for the Web - Microsoft Internet Explorer

Home Gradebook Attendance Student

Gradebook

Grades Skills Setup

Setup tab

Marking Column: QT1 Class: EUROHIST-02, European His

Use Categories to determine Marking Column Grade

Category	Default Name	Graded	Number to Drop	Grading Scale	Default Max Points
Homework	HW	Yes	2	Homework Scale	
Quizzes	QUIZ	Yes	1	Standard Scale- Upper	100
Tests	TEST	Yes	0	Standard Scale- Upper	100
Projects	PROJ	Yes	0	Standard Scale- Upper	100
Extra Credit	EC	Yes	0	Standard Scale- Upper	5

Select the marking column and class for which to set up categories.

Categories

5. From the list on the left, select **Categories**.
6. In the **Marking Column** and **Class** fields, select the marking column and class with which to associate the categories.

7. Use the following table to help you enter information on the Categories page for each marking column and class in an academic year.

Use Categories to determine Marking Column Grade	If you mark this checkbox, the program uses category averages for the class and marking column to determine the marking column average. If you do not mark this checkbox, the program uses only assignment grades to determine the marking column average. The category averages do not affect the marking column average calculation.
Category	Name the group of assignments, such as Homework, Quiz, Test, Lab, Oral Exam.
Default Name	Abbreviate the name of the category to default in for the assignment name for assignments in the category.
Graded	Designate 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 assignments grades to numeric grades.
Default Maximum Value	Enter the maximum number of points an assignment in the category is usually worth.
Calculation Type	Select to calculate category averages for the group of assignments by total points or by percentages.
Factor	If you mark Use Categories to determine Marking Column Grade , enter the percentage of each category average in the marking column average as the factor.

8. To save the categories, click **Save**. In the **Marking Column** and **Class** fields, select another marking column and class for which to set up categories.