

Categories (Scheduling) [.2211 - .2247]

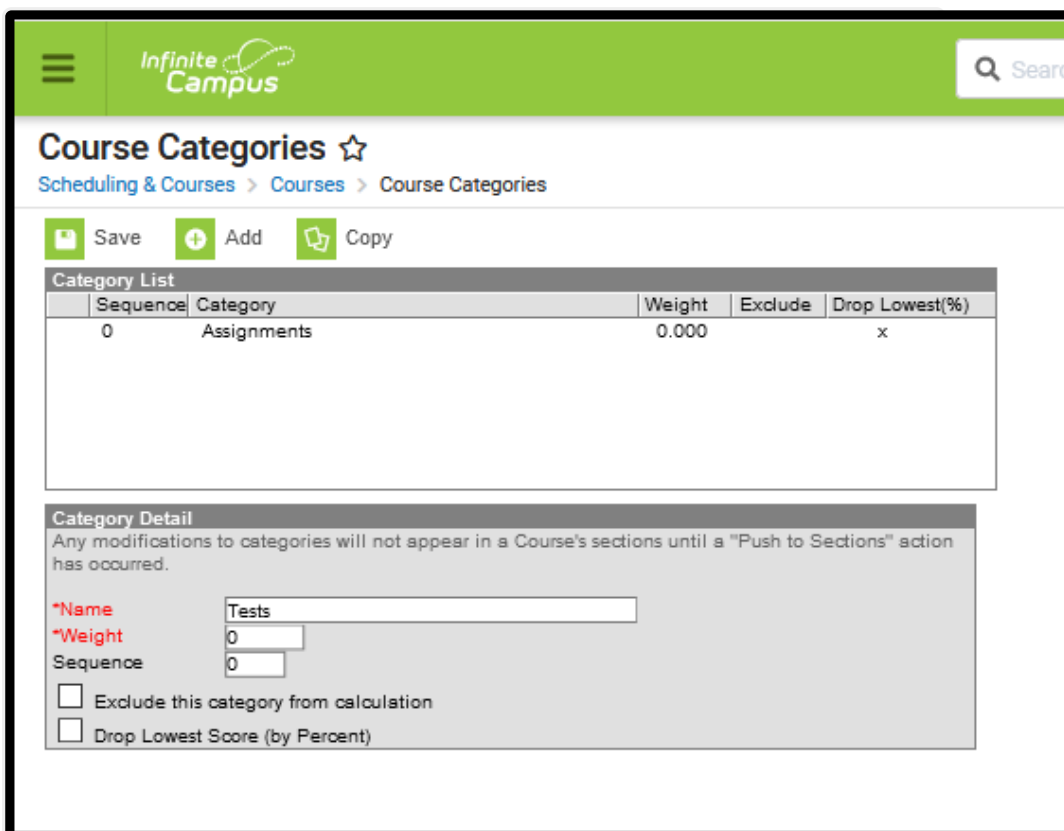
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You are viewing a previous version of this article. See [Categories \(Scheduling\)](#) for the most current information.

Classic View: [Scheduling](#) > [Courses](#) > [Categories](#)

Search Terms: [Course Categories](#)

Categories are used in Campus Instruction to sort assignments into groups. Categories need to be created before assignments can be created.



The screenshot shows the 'Course Categories' page in the Infinite Campus system. At the top, there is a green header with the Infinite Campus logo and a search bar. Below the header, the page title 'Course Categories' is displayed with a star icon. A breadcrumb trail shows 'Scheduling & Courses > Courses > Course Categories'. Below the title, there are three buttons: 'Save', 'Add', and 'Copy'. The main content area is divided into two sections. The first section, 'Category List', contains a table with the following data:

Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	Assignments	0.000		x

The second section, 'Category Detail', contains a message: 'Any modifications to categories will not appear in a Course's sections until a "Push to Sections" action has occurred.' Below this message are several input fields: '*Name' (Tests), '*Weight' (0), and 'Sequence' (0). There are also two checkboxes: 'Exclude this category from calculation' and 'Drop Lowest Score (by Percent)'.

Course Categories

When Categories are assigned at the Course level, every teacher who teaches the course can use same Categories. This ensures all assignments in a category have the same weight and calculations are all done the same way. Teachers can use these categories if they choose, or create their own categories (if they have proper tool rights assigned).

Use the [Push to Sections](#) option to push categories from the course level to sections, or push categories for a group of courses using the [Push All Courses](#) tool.

The best time to implement district-level Categories is at the beginning of the school year.

Add New Categories

1. Click the **Add** button. A **Category Detail** section displays.
2. Enter the category **Name**. This name displays on assignments and in the [Grade Book](#) , [Planner](#) and [Assignment Overview](#). Names should be unique (as in, Categories cannot be named the same as another category).
3. Enter the category **Weight**. The weight of a category determines the effect of each category on the final grade, in relation to other Categories. Weights are calculated as a ratio based on the other weights entered. Weights only influence calculation if the **Weight Categories** option is selected in the [Grade Calculation Options](#) in the teacher's Grade Book.
4. Enter the category **Sequence**. Categories display in sequence order.
5. If the category should be **excluded from calculations**, mark the checkbox accordingly.
6. If the **lowest score from any assignment should be dropped from the calculation** , mark the checkbox accordingly. See the [Drop Lowest Score Logic](#) for more information.
7. Click the **Save** button when finished. The new category displays in Sequence order in the **Category List** section.

[Categories](#) can be set up at the Course Master level when courses are linked to the Course Master. This provides the district the ability to lock Categories, if desired.

When the [Course Catalog](#) is marked to lock the editing of Categories, Course Categories display with a lock icon, indicating changes to those cannot be made.

If teachers have [tool rights](#) to Categories, they can [create](#) their own categories and edit categories pushed from the course. If a course is linked to a course master, the Categories field must also be unlocked on the [Course Catalog](#) for teachers to edit pushed categories.

Modify Categories

Users with proper tool rights have the ability to modify Categories at the Course level. Edits can be made to the entered Categories by selecting it from the Category List, making the necessary changes and saving the changes. Categories can also be deleted completely by selecting the category and clicking the **Delete** button. This removes the category completely from the Course.

If a category that has been pushed to sections is deleted, instances of the category that have assignments will be converted to section-owned categories. These categories function the same as any created by the teacher and are no longer tied to a category at the course level.

Category additions and modifications should be made at the beginning of the year.

Drop Lowest Score Logic

The Drop Lowest Score feature marks as dropped the lowest scored assignment (by percentage) for a category for each student.

The dropped score is determined through a series of steps:

First, the feature creates a list of possible scores to drop for each student based on the following characteristics:

- The assignment must be **active**.
- The score field must be **not null**; in other words, some kind of score must be entered, including an entered shortcut such as M: Missing.
- The score must not be flagged as **exempt**.

Next, the feature assigns a percentage value to each acceptable score based on the following logic:

- If the Score Type is Assignment Marks and the score does not equal a valid mark score, or if the Score Type is Points and the score is not a shortcut key or number, the score will not be considered among those to be dropped because it is not in a valid format that the calculation can consider.
- Assignments with valid scores entered will calculate as a percentage of points possible.

Assignments scored as M (Missing) or Ch (Cheating) will be assigned a percentage of 0. Scores flagged as missing or cheated using the Context Menu will not be considered in the calculation because the score is Null. Keep this in mind when using this feature. For example, if the score of a "cheated" assignment should not be among those considered to be dropped, mark it using the checkboxes in the context menu rather than the "ch" keyboard shortcut.

Finally, the feature marks the score with the lowest percentage value as "dropped" and removes the dropped flag from any other score for that student. As long as the Drop Lowest Score checkbox is marked, this calculation will run each time an assignment score is changed.

In the event of a tie between multiple assignments, the score of the earliest assignment is dropped.

Copy Categories to Another Course

Use the **Copy** button to easily add the Categories associated with one Course (called the Source Course) to one or more other Courses (called Destination Course). The **Copy** button displays when proper tool rights are assigned.

When copying categories from one course to another:

- Categories can only be copied to courses that are in the same calendar year.
- Destination courses should NOT be linked to Course Masters. If they are, copy the categories at the [Course Master](#) level.
- Source courses and destination courses cannot have the same name.

The screenshot shows the 'Course Categories' page with a 'Copy' button highlighted. A modal dialog is open, showing the 'Copy' process. The dialog includes a 'Source Course' dropdown set to '1330 English 8', a 'Categories to Copy' section with checkboxes for 'Category Name', 'Assignments', and 'Tests' (all checked), and a 'Destination Courses' section with radio buttons for 'All Courses', 'Active Courses', and 'Select Courses' (selected). A search field at the bottom of the dialog is labeled 'Type to search or select courses'.

Course Categories ☆
Scheduling & Courses > Courses > Course Categories

Save Add **Copy**

Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	Assignments	0.000		x

Category Detail
Any modifications to categories will be lost if this category has occurred.

*Name: Tests
*Weight: 0
Sequence: 0

☐ Exclude this category from calendar
☐ Drop Lowest Score (by Percentage)

Copy Categories

Category List Copy

*Source Course
1330 English 8

Categories to Copy

☒ Category Name
☒ Assignments
☒ Tests

*Destination Courses

☐ All Courses
☐ Active Courses
☒ Select Courses

Clear

Type to search or select courses

1. Select a specific category to copy or just click the **Copy** button. When a specific category is selected to copy, that category is the only one selected to copy; when no categories are selected to copy, all of the categories in that Course Master are automatically selected to copy.
2. Select the **Source Course** from the dropdown list. This displays the currently selected course. To change this selection, begin typing in the dropdown field.
3. Mark the **Categories to Copy**. Or, clear the selections by clicking the checkbox in the gray **Category Name** header.
4. Select the **Destination Course** by typing in the search field. More than one destination course master can be selected, but the destination course should NOT be linked to a course master.
 1. **All Courses**: copies categories to all courses in the calendar.
 2. **Active Courses**: copies categories to all courses in the calendar that currently have the Active flag marked.

3. **Select Courses:** copies categories to the selected courses. To select a course, type the Number or Name in the search field. Multiple courses can be selected. Click **Clear** to remove all courses from the list.
5. Click the **Next** button.
6. Click the **Save** button to copy the selected categories to the destination course.

When the copy is completed, an alert displays indicating the copy has been saved. If there are no categories to copy, an alert displays indicating all selected categories already exist in the destination course.
