

Course Categories Tool Rights

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

See the [Course Categories](#) article for details on adding courses.

Course Categories 

0011 Core English I

 Save  Delete  Add  Copy

Changes made to categories at the course level are not reflected in Instruction until they have been pushed to sections from the [Course Information tool](#).

Category List	Sequence	Category	Weight	Exclude	Drop Lowest(%)
 1		Formative	20.00		
 2		Summative	80.00		

Icon Legend:  Locked to Course Master  Linked Course Catalog Unlocked  Course Master Unlinked  Course Managed

Category Detail
Any modifications to categories will not appear in a Course's sections until a "Push to Sections" action has occurred.

***Name**
***Weight**
Sequence
 Exclude this category from calculation
 Drop Lowest Score (by Percent)

Course Categories

At least **Read** rights to [Section Information](#) are needed to view Course Categories.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> Access and view the Course Categories tool. Select the categories from the Category List Editor. View the Category Detail values. 	<ul style="list-style-type: none"> Select, modify, and save existing Category Detail values for the course. 	<ul style="list-style-type: none"> Add and save new Course Categories. Copy current Course Categories to other courses. 	<ul style="list-style-type: none"> Remove (delete) Course Categories.

Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.
