

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.

The screenshot shows the 'Course Categories' tool interface for '0011 Core English I'. At the top, there are navigation links for 'Scheduling & Courses > Courses > Course Categories' and a 'Related Tools' dropdown. Below the course name, there are action buttons for 'Save', 'Delete', 'Add', and 'Copy'. A note states: '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.' The main area contains a 'Category List' table with the following data:

Sequence	Category	Weight	Exclude	Drop Lowest(%)
1	Formative	20.000		
2	Summative	80.000		

Below the table is an 'Icon Legend' with four items: 'Locked to Course Master' (lock icon), 'Linked Course Catalog Unlocked' (unlock icon), 'Course Master Unlinked' (unlinked icon), and 'Course Managed' (course icon). At the bottom, there is a 'Category Detail' section with a note: 'Any modifications to categories will not appear in a Course's sections until a "Push to Sections" action has occurred.' The detail section includes fields for '*Name' (Summative), '*Weight' (80), and 'Sequence' (2). There are also two checkboxes: 'Exclude this category from calculation' and 'Drop Lowest Score (by Percent)'.

Course Categories

Users also need at least **Read** rights to Section Information.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • 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.
