

Course Categories Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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 ☆
Scheduling & Courses > Courses > Course Categories
Related Tools ^

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](#).

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

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.