

Course Grade Calc Options Tool Rights

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

Grade Calculation Options determine how In Progress Grades for grading tasks and standards are calculated in the Grade Book.

See the [Course Grade Calc Options](#) article for details on adding courses.

Course Categories ☆

[Scheduling & Courses](#) > [Courses](#) > [Course Categories](#)

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

Summative

*Weight

80

Sequence

2

☐ Exclude this category from calculation

☐ Drop Lowest Score (by Percent)

Course Categories

At least read rights to [Section Information](#) are needed to access and view Course Categories.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Course Grade Calc Options tool. • View the current grade calculation options assigned to the selected course. 	<ul style="list-style-type: none"> • Modify grade calculation options for the course. 	<ul style="list-style-type: none"> • Copy Grade Calc Options from one course to another course. 	N/A

Suggested User Groups

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

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