

Categories Tool Rights

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[Available Tool Rights](#) | [Suggested User Groups](#)

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

Staff responsible for course master setup can assign categories at the Course Master Level. Doing this ensures all teachers of the course uses the same categories and that all assignments in these categories have the same weight and calculations.

See the [Categories \(Course Masters\)](#) article to learn how to use this tool.

The screenshot displays the 'Categories' tool interface. At the top, there are navigation links: 'Grading & Standards > Course Masters > Categories' and a 'Related Tools' dropdown. Below the navigation are action buttons: 'Save', 'Delete', 'Add', and 'Copy'. The main content area is divided into two sections: 'Category List' and 'Category Detail'.

Sequence	Category	Weight	Exclude	Drop Lowest(%)
0	Assignments	0.0		
0	Tests	0.0		

The 'Category Detail' section contains the following fields and options:

- *Name: Assignments
- *Weight: 0
- Sequence: 0
- Exclude this category from calculation
- Drop Lowest Score (by Percent)

Categories (Course Master)

Review the [Course Masters Overview](#) article for information on Course Masters best practices and a Course Master Workflow.

Available Tool Rights

R	W	A	D
View Course Master categories.	Modify Course Master categories.	Add Course Master categories.	Remove Course Master categories.

Suggested User Groups

- [Counselors](#)
- [Principals](#)
- [Schedulers](#)

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