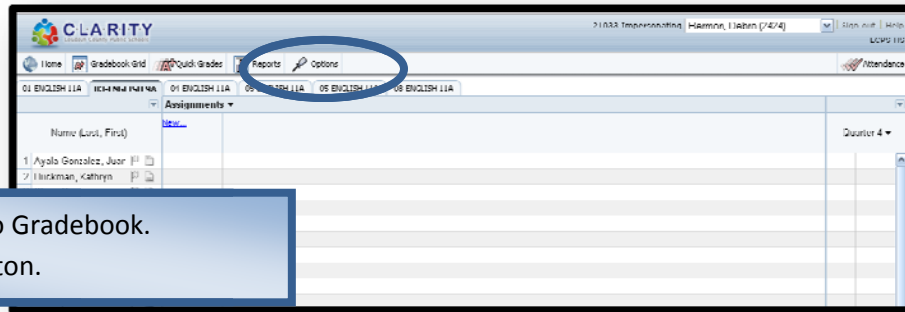


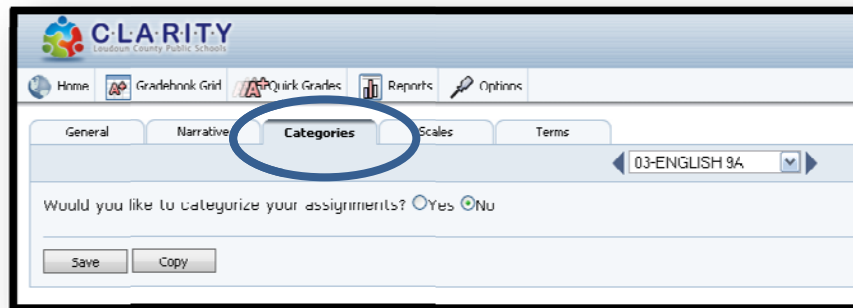
Creating Categories & Grade Scales

should create categories prior to entering assignments

Creating Categories

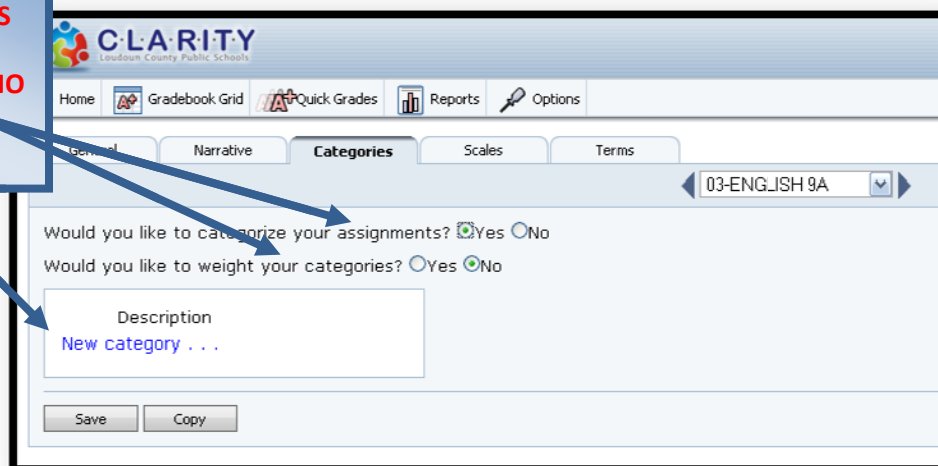


Log into CLARITY and go to Gradebook.
Click on the OPTIONS button.



Select the CATEGORIES tab.

Categorize your assignments: **YES**
Weight your categories: **YES or NO**
Click on **NEW CATEGORY**



- In the DESCRIPTION box, type category name (classwork, test, homework, project, etc.)
- Click color box and palette will pop up. Select the color you would like for category. Click SAVE.
- Weight Category IF selected in the previous window.
- Choose to have CLARITY drop low or high scores.
- When finished, click SAVE!

General Narrative **Categories** Scales Test

Would you like to categorize your assignments? Yes No

Would you like to weight your categories? Yes No

Description	Weight
Description: Quiz	
Color: ■	
Weight: 0	
Drop lowest: 0 score(s).	
Drop highest: 0 score(s).	

Save Cancel

Total Weight: 0

- Continue adding categories

General Narrative **Categories** Scales Test

Would you like to categorize your assignments? Yes No

Would you like to weight your categories? Yes No

Description	Weight	
<input type="checkbox"/> Classwork	0	edit
<input type="checkbox"/> Journal	0	edit
<input type="checkbox"/> Quiz	0	edit
<input type="checkbox"/> Test	0	edit
New category . . .		

Total Weight: 0

Save **Copy**

- To use the same categories for your other classes, click Copy and select. Save.

General Narrative **Categories** Scales Terms

03-ENGLISH 9A

Would you like to categorize your assignments? Yes No

Would you like to weight your categories? Yes No

Copy Categories

Select which classes to copy the categories to.

[Select All](#)

- 01 ENGLISH 11A
- 02 ENGLISH 11A
- 03 ENGLISH 11A
- 04 ENGLISH 11A
- 05 ENGLISH 11A
- 06 ENGLISH 11A
- 07 ENGLISH 11A
- 08 ENGLISH 11A
- 09 ENGLISH 11A
- 10 ENGLISH 11A
- 11 ENGLISH 11A
- 12 ENGLISH 11A

Save Cancel