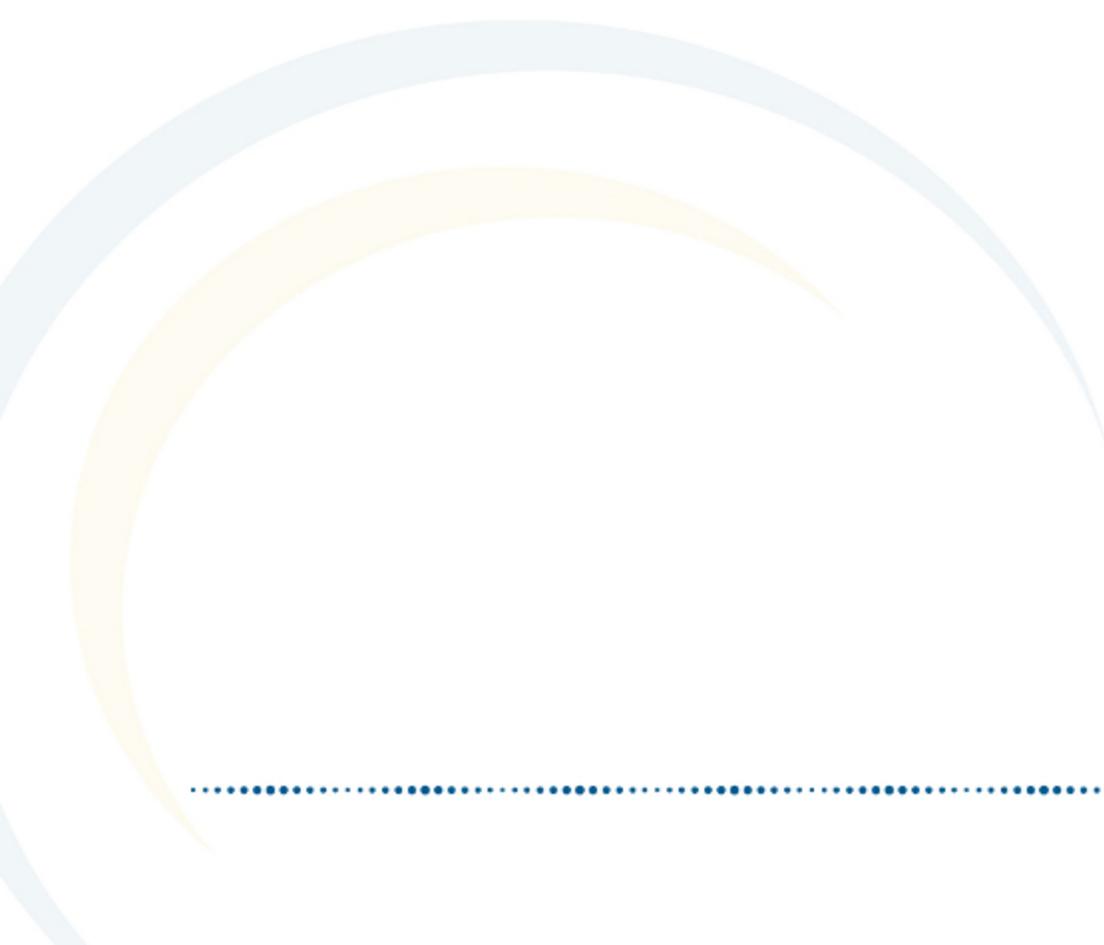


Categories

August 2011



This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2010 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

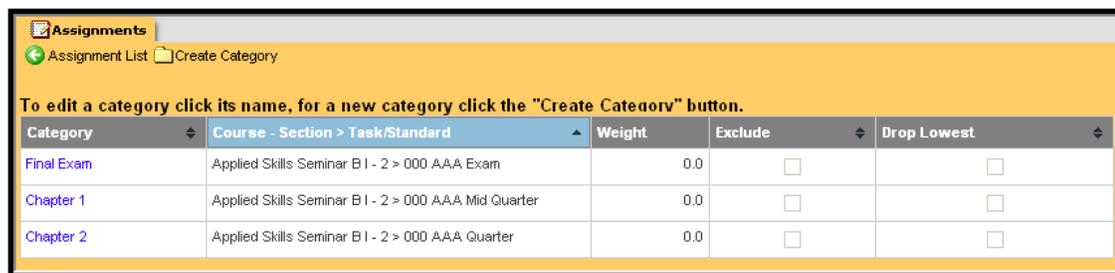
Categories

[Overview](#) | [Category Detail Editor](#) | [Creating a New Category](#) | [Orphaned Categories](#)

i Information on this page relates to features released with the [Release Pack .1126 \(June 2011\)](#).

Overview

A Category is a collection of assignments that count toward a grading task or standard. The Categories screen first displays a summary of all the categories set up for the sections taught by the teacher based on the course selected in the Campus toolbar. Clicking a link in the Category column displays a detailed view of the category and allows users to edit the category.



Assignments
 Assignment List Create Category

To edit a category click its name, for a new category click the "Create Category" button.

| Category | Course - Section > Task/Standard | Weight | Exclude | Drop Lowest |
|------------|--|--------|--------------------------|--------------------------|
| Final Exam | Applied Skills Seminar B I - 2 > 000 AAA Exam | 0.0 | <input type="checkbox"/> | <input type="checkbox"/> |
| Chapter 1 | Applied Skills Seminar B I - 2 > 000 AAA Mid Quarter | 0.0 | <input type="checkbox"/> | <input type="checkbox"/> |
| Chapter 2 | Applied Skills Seminar B I - 2 > 000 AAA Quarter | 0.0 | <input type="checkbox"/> | <input type="checkbox"/> |

Image 1: Category Editor

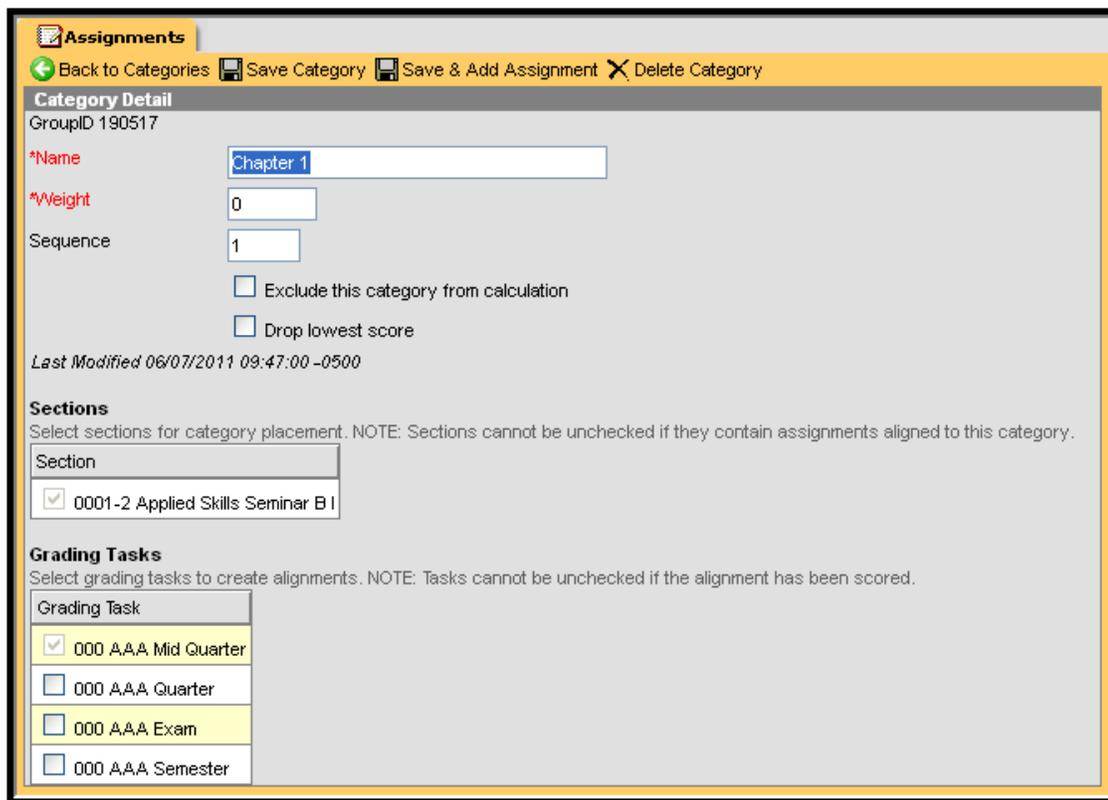
Category Column Descriptions

| Column | Description |
|--|--|
| Category | This column displays the category name. Clicking the category name displays the Category Detail editor. |
| Course - Section > Task/Standard | This column displays the Course, Section, and Task or Standard to which the category is aligned. |
| Weight | This column displays the weighting used on the category. Weighting on categories allows a percentage to be set on assignments attached to the category. All of the categories count toward a term grade. For example, tests may be 40%, projects 40% and homework 20%. |
| Exclude | This column displays whether the category is excluded from the grade calculation. |

✓ Previously, users had the option of hiding an entire category from the Campus Portal. This option was removed because assignments can be aligned with multiple categories. However, a mass hide of assignments can be completed in the [Assignments](#) tool. Open the Assignments tool, **Filter** by Category and then mark the **Hide** checkbox in the header row to hide all assignments from the Portal.

Category Detail Editor

The Category Detail editor displays when the user clicks the **New Category** button or selects an existing Category name on the Category Editor. The Category Detail editor allows users to define parameters for the category.



The screenshot shows the 'Category Detail Editor' interface. At the top, there is a navigation bar with the following options: 'Back to Categories', 'Save Category', 'Save & Add Assignment', and 'Delete Category'. Below this, the 'Category Detail' section is displayed for 'GroupID 190517'. The 'Name' field is set to 'Chapter 1', the 'Weight' is '0', and the 'Sequence' is '1'. There are two checkboxes: 'Exclude this category from calculation' and 'Drop lowest score', both of which are currently unchecked. The 'Last Modified' timestamp is '06/07/2011 09:47:00 -0500'. The 'Sections' section includes a search box and a list of sections, with '0001-2 Applied Skills Seminar B I' selected. The 'Grading Tasks' section includes a search box and a list of tasks, with '000 A.A.A Mid Quarter' selected.

Assignments

Back to Categories Save Category Save & Add Assignment Delete Category

Category Detail

GroupID 190517

*Name Chapter 1

*Weight 0

Sequence 1

Exclude this category from calculation

Drop lowest score

Last Modified 06/07/2011 09:47:00 -0500

Sections

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section

0001-2 Applied Skills Seminar B I

Grading Tasks

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

000 A.A.A Mid Quarter

000 A.A.A Quarter

000 A.A.A Exam

000 A.A.A Semester

Image 2: Category Detail Editor

Category Detail Editor Column Descriptions

| Field | Description |
|---|--|
| Name | The category name that displays in the Assignments Tool and in the Grade Book . It is recommended that categories be given unique names. |
| Weight | The weighting used on this category. If this is an unweighted category, type 0 in this field. |
| Sequence | The Sequence is used to order categories in the grade book if there are multiple categories under a standard/grading task. Type the sequence number in which this category should display. |
| Exclude this category from calculation | Selecting this checkbox excludes this category from the grade calculation. |
| Drop lowest score | Selecting this checkbox automatically excludes the lowest score (by percentage) in the category from the grade calculation. As scores are entered, the dropped score may change if lower scores are entered. |
| Sections | This area of the editor displays all of the active sections of this course to which the category can be added. The category may be placed in multiple sections if those sections are under the same course and taught by the same teacher(s). The checkbox cannot be cleared for a previously selected section if the section has assignment scores aligned to it. |
| Grading Tasks | This area of the editor displays the standards and/or grading tasks for this course. The category may be aligned to multiple standards/grading tasks. The checkbox cannot be cleared for a previously selected standard/grading task if the standard/grading task has assignment scores aligned to it. |

Creating a New Category

1. Select the **Create Category** button to open the **Category Detail** editor.
2. Type a descriptive name for the Category in the **Name** field.
3. Enter a weight for this group in the **Weight** field. No decimal or percentage is needed.
4. Enter the order in which the category should appear in the **Sequence** field.
5. Select the checkboxes to activate the following optional choices:
 - Exclude this category from calculation
 - Drop lowest score

 This step is optional. For more information about these choices, see the [Category Detail Editor Column Descriptions](#).

6. Select the Sections in which to place the category.
7. Select the Grading Tasks to which the category should be aligned.
8. Select the **Save Category** button to return to the Assignments editor or select the **Save and Add Assignment** button to save the category and [Add Assignments](#).

Orphaned Categories

Orphaned categories are those categories that have an invalid Grading Task or Standard. Removing standards or grading tasks from a course after teachers have already created Categories and Assignments will cause a loss of information. The following provides the procedure for correcting orphaned categories.

| Issue | Correction |
|--|---|
| Assignment scores are lost | Data can only be retrieved by a restore of data from a backup. |
| Assignments aligned to the standard/task will be broken | The easiest way to do this is to edit the broken assignment. When the assignment is re-saved, it will generate a new assignment in addition to the broken one, and the broken one can then be deleted. |
| Categories aligned to the standard/task will be orphaned | A validation of course/sections will remove any orphaned categories; the category will need to be re-entered if the district has added a new standard/task to the course to replace the one removed. See the Validation process for more information. |