



# Categories



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# Categories

## **Grade Reporting > Maintenance > TeacherPortal Options > Campus > Categories**

This tab allows you to establish a list of categories that instructors can use when adding assignments in ASCENDER TeacherPortal. The categories describe the types of assignments the instructors will use in their courses (e.g., Tests, Homework, and Labs).

For each category, you can assign a default weight. The weight is the percentage of the student's cycle-course grade for which the category average counts. Instructors can override the default weights if they want to use different weights for their courses, unless the weight is locked. The types of weights allowed for categories is set up on the Options tab.

You can use this tab to establish a master list of categories for each campus. If an instructor has an assignment that falls under a category that is not included in this list, he can create a new category using the Administer Categories page in TeacherPortal. The category he creates is added to the master list and becomes available for all instructors at his campus to use. The list of categories continues to grow as instructors add categories.

**NOTE:** The **Allow New Categories** field on the [Options](#) tab allows you to indicate if instructors are allowed to add new categories in TeacherPortal.

### **Set up categories:**

Existing categories are displayed in alphabetical order.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add a new category.

A blank row is added to the grid.

<b>Description</b>	Type a description for the category (e.g., Homework), up to 25 characters. Do not use special characters.
<b>Lock Weight</b>	Select in order to prevent instructors from changing the category default percent weights in TeacherPortal that were set by campus administration (i.e., the <b>Default Weight</b> field on this page).

<b>Default Weight</b>	Type the default percent weight that the category will have when first added to a course. If <b>Lock Weight</b> is selected, instructors will be prevented from changing this weight in TeacherPortal.
<b>Weight Type</b>	Select the weighting type to be used for the category.

☐ To edit a record, type over the existing data.

**NOTE:** If a category is in use by a course, only the description can be modified; the category cannot be deleted, and all other fields are disabled.

☐ Click **Save**.



A category cannot be deleted if it is used by a course. You must remove it from all courses before it can be deleted.

[Delete a record.](#)

1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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