

# Teacher: Gradebook Categories

The Focus Gradebook requires at least one category be created before assignments can be added. The categories can be weighted or unweighted and can even be color coded.

Prior to incorporating assignments, it's imperative to establish a Gradebook Category. Categories can be generated within the gradebook, regardless of whether they will be weighted. If the option for weighted categories has been chosen, the combined weights must equal 100%. Otherwise, an error message will appear in both the Gradebook and on the Assignments screen.



The selection to weight grades should be made before the start of the school year or prior to assigning grades and assignments. Otherwise, it may lead to discrepancies in grades.

## Weighing Grades Setting

To configure each gradebook separately, follow these steps:

1. Choose the relevant section from the course section pull-down in the Portal header.
2. In the menu, click **Gradebook**.
3. Click **Settings** in the gradebook.
4. Click the **Configuration** tab in the Settings window.
5. Select the **Weight assignment grades by category** check box to utilize weighted categories.
6. Click **Apply** to save the changes.

12.0.44 **FOCUS** Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS... Focus High School - 0041 2023-2024 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals **Category** Assignment + Apply

Grade Legend Page: 1 / 3 217 Students Export

Student	Grade
Abancuy Maniscalco	95% A
Abe Sebastian Agregor	88% B
Addie Danielle Matos	82% B
Addie Rose Luong	88% B
Adelia Isabel Thompson	92% A
Ademaro Jade Noyes	92% A
Aime Jhovanna Hutchinson	92% A
Albertina Joseph Matney	81% B

Assignment Points: Today, Tomorrow, Normal, Up, Down, Default, Full Year, Semester

New Assignment Method: Linked Sections, Copy, Select Each Time

Assignment Sorting: Newest First, Newest Last, Assigned Date, Due Date, Publish Date, Category, Alphabetical

Automatically save all changes to student grades

☒ Weight assignment grades by category

☒ Add assignments to all sections of your course by default

☐ Hide assigned and due dates on student portal

View Options Configuration Custom Grades Groups Grade Colors Google Classroom

View Options	Configuration	Custom Grades	Groups	Grade Colors	Google Classroom
B	B	10	37.5	75% C	43 86%

## Creating New Categories

1. In the menu, click **Gradebook**.
2. Click the **Category** tab.
3. Click **+ New Category**.

All Totals **Category** Assignment

**Assignments**

Class Work Edit 40%  
Percent of Final Grade

Organizational Word Vocabulary Test (100)  
To Kill A Mockingbird Essay (50)  
Group Activity (20)  
Morning Weekly Essay (15)

+ New Assignment  
Import Assignment

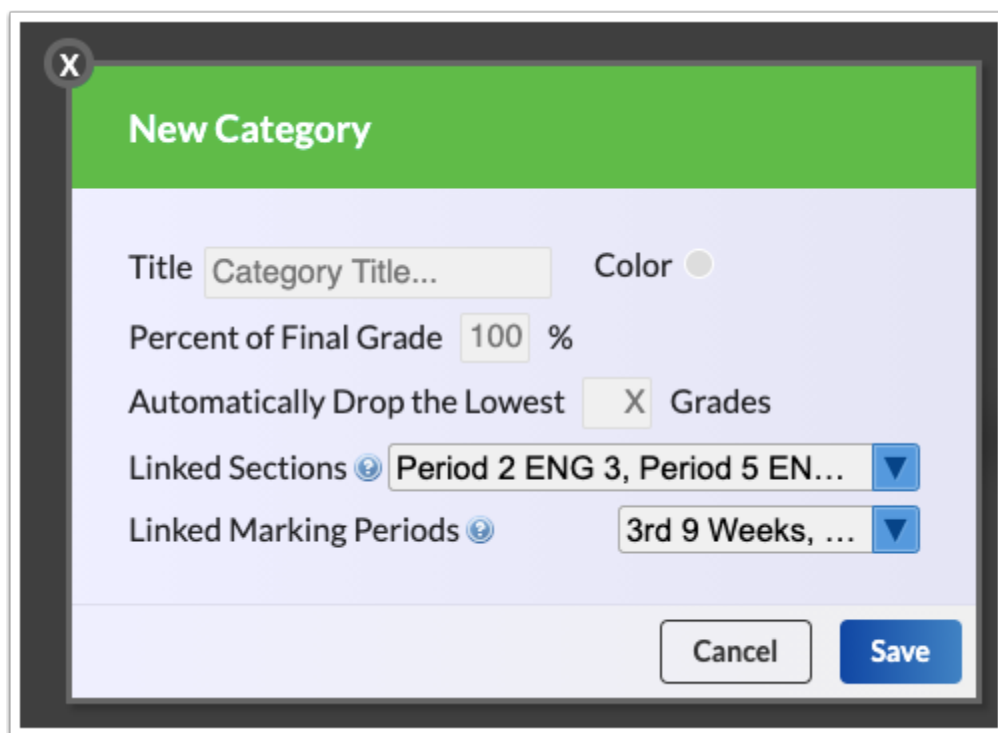
Participation (0) 20%

Homework (0) 40%

Participation (3) 0%

**+ New Category**  
Import Category

4. Enter a **Title** for the category.



The screenshot shows a 'New Category' dialog box with a green header bar. Inside, there are several input fields and controls: a 'Title' text box with the placeholder 'Category Title...', a 'Color' radio button, a 'Percent of Final Grade' text box with '100' and a '%' symbol, an 'Automatically Drop the Lowest' text box with 'X' and 'Grades', a 'Linked Sections' dropdown menu showing 'Period 2 ENG 3, Period 5 EN...', and a 'Linked Marking Periods' dropdown menu showing '3rd 9 Weeks, ...'. At the bottom right are 'Cancel' and 'Save' buttons.

5. Click the **Color** radio button to display the color options and to select the color for the Category. This color will show in the column header.

6. Enter the **Percent of Final Grade** in the text box (will only accept integers) if using weights. Note: This field will only appear if Weight grades by assignment category to use weighted categories was selected in [Gradebook Configuration](#).

7. Enter a value for the number of dropped grades in the **Automatically Drop Lowest Grades** text box. Using this option will automatically drop the lowest grade(s) of the number of assignments for each class section assigned to this category and marking period. These will appear as gray values in the gradebook.

**i** More than one assignment needs to be added to a category to utilize the Automatically Drop Lowest Grade option. Focus will not drop the only assignment in a category. Note: If you enter 2, as in automatically drop the lowest 2 grades, and there are only 2 assignments, neither of the assignment grades will be dropped. It is recommended that you utilize this option at the end of the term to ensure students do not receive a false grade throughout the term. If the option is changed, the grade will also change.

8. From the **Linked Sections** pull-down, select the sections that should be assigned to this category. Note: If you are planning to add assignments to more than one section, the category will need to be added to those sections as well.

- i** The marking period short name displays when the section is not full year.
- (Inactive) displays at the end of the section name when the marking period selected is not within the current quarter / semester / year.
- (Not Graded) displays at the end of the section name when the section is not graded.

**💡** Select the sections from the Linked Sections pull-down to share a category among all applicable sections, as opposed to creating a category for each section, especially when the same assignments will be assigned to multiple sections.

**9.** From the **Linked Marking Period** pull-down, select the periods that should be assigned to this category. Note: The current marking period and future marking periods default to selected (the current marking period cannot be cleared). Marking periods can be added or removed from the pull-down.

**10.** Click **Save** to create the category. Click **Cancel** to close the pop-up window without adding the category.

**New Category**

Title  Color ☒

Percent of Final Grade  %

Automatically Drop the Lowest ☒ Grades

Linked Sections

Linked Marking Periods

Once the category is created, it displays in the Assignments panel with options to edit the category, add assignments, and import assignments.

All

Totals

Category

Assignment

Assignments

<

Class Work (4)

40%

Participation (0)

20%

Homework (0)

40%

Extra Credit

Percent of Final Grade

0%

Edit

+ New Assignment

Import Assignment

Participation (3)

0%

+ New Category

Import Category

**i** If Weight Grades by Assignment Category is enabled, there will be an error message at the bottom of the screen until the categories add to 100% on this screen. This warning will also display in the Gradebook.

All

Totals

Category

Assignment

+

Assignments

Class Work (4)

40%

Participation (0)

20%

Homework

Percent of Final Grade

30%

+ New Assignment

Import Assignment

Participation (3)

0%

+ New Category

Homework

22 Students

Export

Filter: OFF

Grade Legend

Enter Grades By Points

Student	Grade	Est Sem Avg	Student ID	Grade Level
Abe, Charlie Noel	70% C	70% C	0055879	11
Barron	71% C	71% C	0082679	11
Blonde	49% F	49% F	0077217	11
Bonilla	60% D	60% D	0058458	11
Castile	71% C	71% C	0023462	11
Cortez	68% D	68% D	0055469	11
Elan	69% D	69% D	0082720	11
Ferre	67% D	67% D	0063208	11
Gaona	75% C	75% C	0076594	11
Hunsake	75% C	75% C	0076744	11
Jone	75% C	75% C	0057488	11
Lopez	74% C	74% C	0023566	11
Magrude	68% D	68% D	0059279	11
Nav	64% D	64% D	0055944	11
Normal	68% D	68% D	0008280	11

Category weights do not add up to 100%. The sum of the "Percent of Final Grade" fields for your categories is 90%.

## New Category Activity

Create two weighted or unweighted Categories in the section(s) of your choice and link to multiple sections.

## Editing Assignment Categories

1. In the menu, click **Gradebook**.
2. Click the **Category** tab.
3. Click the category in the Assignments panel that needs to be edited.

Teacher: Gradebook Categories

Page 6

All Totals **Category** Assignment +

**Assignments** <

**Class Work** [Edit](#)

Percent of Final Grade 40%

Organizational Word Vocabulary Test (100)  
To Kill A Mockingbird Essay (50)  
Group Activity (20)  
Morning Weekly Essay (15)

+ New Assignment  
Import Assignment

Participation (0) 20%

Homework (0) 40%

Participation (3) 0%

**Extra Credit (0) 0%**

+ New Category  
Import Category

**Class W**  
22 Students:

Student
Abe, Cl
Barron
Blonde
Bonilla
Castile
Cortez
Elam, A
Ferrer,
Gaona,
Hunsal
Jones,
Lopez,
Magru
Averag

4. Click **Edit**.

All Totals **Category** Assignment

**Assignments** <

Class Work (4) 40%

Participation (0) 20%

Homework (0) 40%

Participation (3) 0%

**Extra Credit** [Edit](#)

Percent of Final Grade 0%

+ New Assignment  
Import Assignment

5. Make all necessary edits and click **Save**.

**Edit Category**

Title  Color ☐

Percent of Final Grade  %

Automatically Drop the Lowest ☒ Grades

Linked Sections

Linked Marking Periods

6. Depending on the edits made, you may have to select the periods and marking periods to which changes should be applied. Note: The current/selected period and marking period are grayed out/inactive because they cannot be cleared. Changes apply here because it is where the changes were made.

Click **Save** to apply changes. Click **Cancel** to return to the Edit Category pop-up window.

**Save Category**

**i** This category is linked to multiple gradebooks. Please confirm if you would like to apply changes to other existing periods. Applicable changes: Final Grade Percent

☒ Period 2 - 004 - Fry L Roxy

☒ Period 5 - 001 - Fry L Roxy

☒ Period 7 - 003 - Fry L Roxy

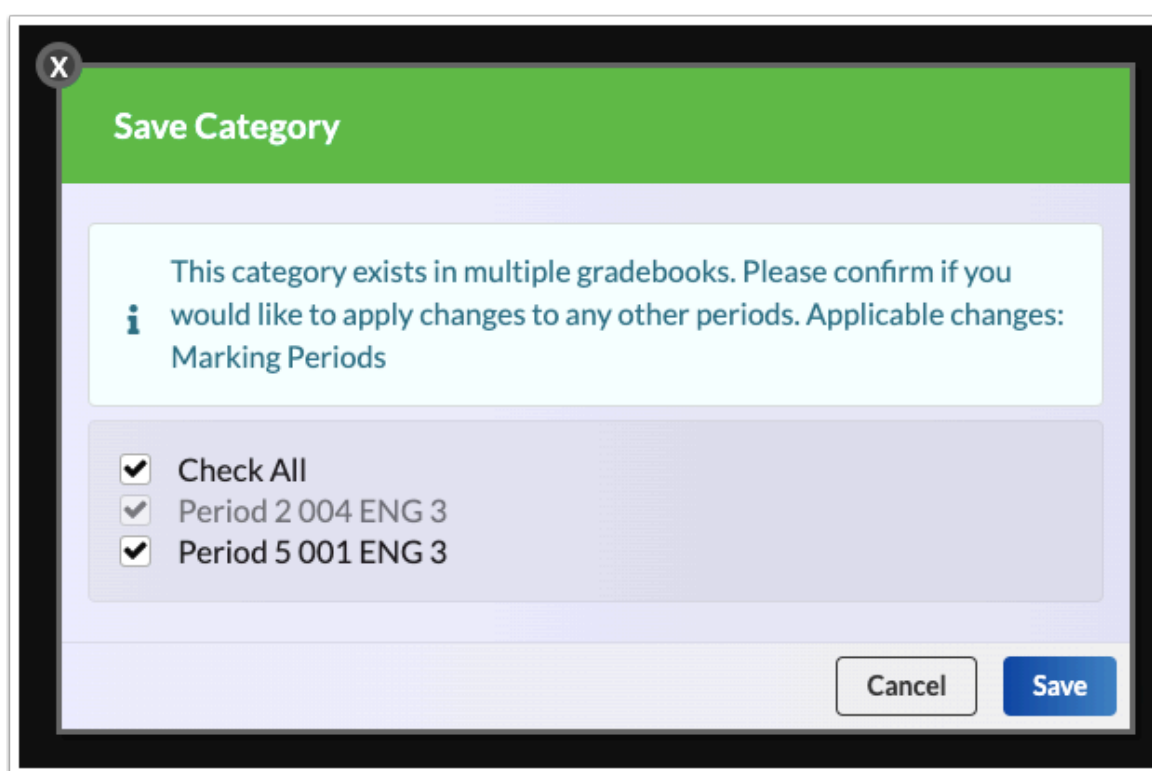
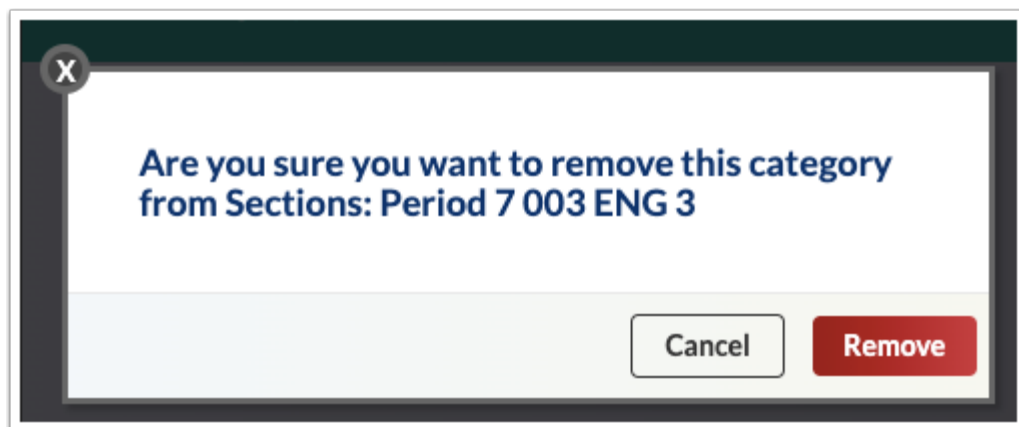
☐ 2nd 9 Weeks

☐ 3rd 9 Weeks

☒ 4th 9 Weeks

When editing a category, changing the title or marking periods fields will not automatically effect all periods. You will get a prompt when saving to select the sections that should be impacted in addition to the marking periods. Note: The marking periods reflected in the pull-

down now reflect the marking periods selected for the current section group, which can be different from the marking periods for other section groups.



For detailed information about each setting, see the section above called **Creating New Categories**.

## Deleting Assignment Categories

1. In the menu, click **Gradebook**.
2. Click the **Category** tab.
3. Click the category in the Assignments panel that needs to be deleted.

All
Totals
**Category**
Assignment

**Assignments**
<

Class Work (4)	40%
Participation (0)	20%
Homework (0)	40%

Participation
Edit
☐

Percent of Final Grade
0%

Quick Write - Outdoors (50)  
Student Contract (20)  
First Day Exit Slip (20)

+ New Assignment  
Import Assignment

Extra Credit (0)
0%

4. Click **Edit**.

All
Totals
**Category**
Assignment

**Assignments**
<

Class Work (4)	40%
Participation (0)	20%
Homework (0)	40%
Participation (3)	0%

Extra Credit
Edit
☐

Percent of Final Grade
0%

+ New Assignment  
Import Assignment

5. Click **Delete**.

**Edit Category**

Title  Color ●

Percent of Final Grade  %

Automatically Drop the Lowest ☒ Grades

Linked Sections ?  ▼

Linked Marking Periods ?  ▼

Delete

When you click the Delete button on a category, the category is checked for assignments, instead of grades. If the category currently has an assignment in the current section, a message displays telling you to remove the assignments first.

When a category does not have any assignments in the current section, a delete confirmation pop-up displays all section groups linked to the category. Any section groups that contain assignments will show the amount of assignments, which cannot be selected for deletion.

**Edit Category**

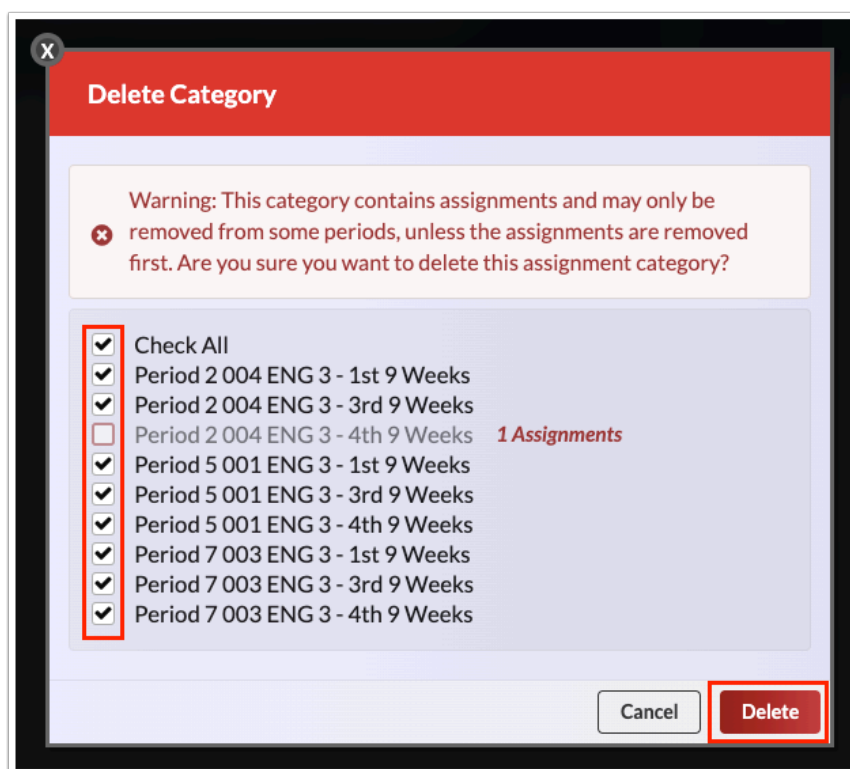
Title  Color ●

? This category cannot be deleted because it contains assignments. To delete this category, please remove all assignments first.

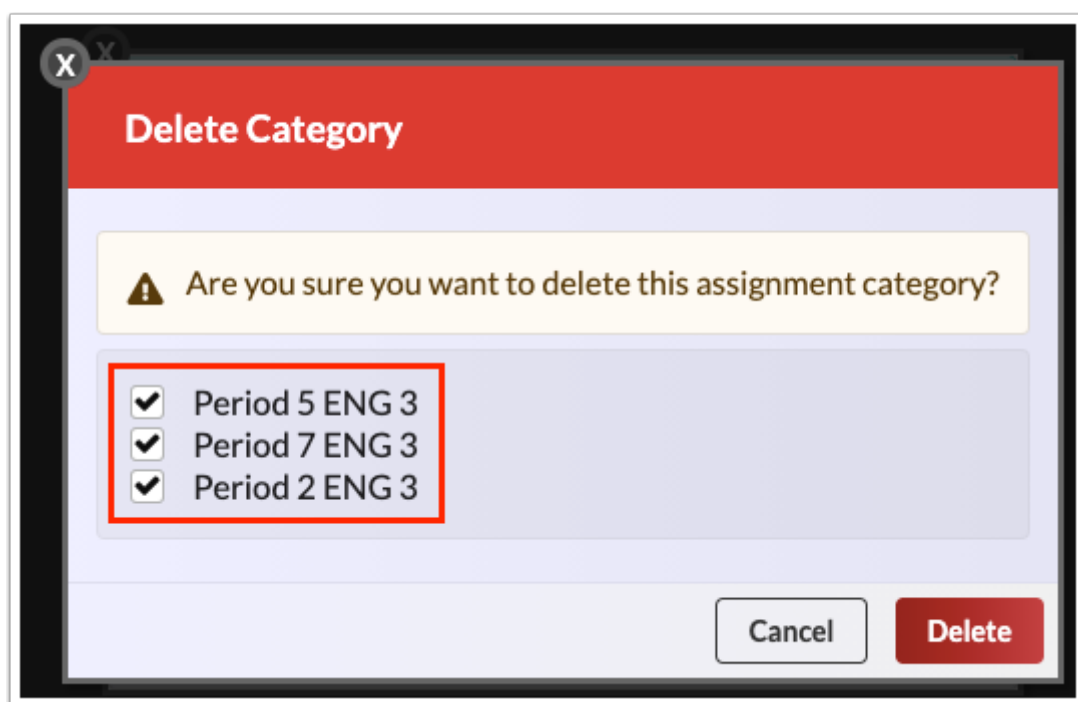
Linked Sections ?  ▼

Linked Marking Periods ?  ▼

Deleting a category allows you to delete from the current section/marketing period (or receive an error if you cannot due to an existing assignment), but you can choose specific marking periods within each section from which to delete the category. Select the applicable sections/marketing periods by selecting the check boxes. Then, click **Delete**.



6. All linked sections are selected by default when deleting a category. However, you can clear the check boxes for specific sections if you do not want to delete the category from all sections.



7. Click **Delete** to remove the category from select sections. Click **Cancel** to keep the category in all sections.

## Editing & Deleting Categories Activity

Click to edit an assignment category created during the last activity.

Change the color and click Save.

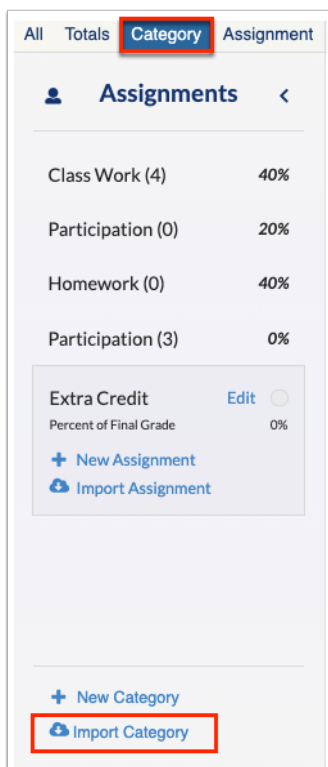
Apply the change to all sections and marking periods.

Delete an assignment category from all sections and marking periods.

## Importing (Copying) Categories

The Import a Category feature allows teachers to import and use a Category already created for another section, previous marking period, or previous school year in Focus.

1. In the menu, click **Gradebook**.
2. Click the **Category** tab.
3. Click **Import Category**.



4. Select the school **Year** from the first pull-down.

**Import Category > Period 2 004 ENG 3**

*Select a school year and section to import from. Then select at least one category.*

Year / Section / Quarter 2020 - 2021 Period 2 004 ENG 3 1st 9 Weeks

Category

Additional Linked Sections

Cancel Import

5. Select the **Section** from which you'd like to import the category.
6. Select the marking period from the **Quarter** pull-down.
7. Select the categorie(s) that you want to import from the **Category** pull-down.
8. Select **Additional Linked Sections** from the provided pull-down to import the category to other sections as well.
9. Click **Import** to import the category and category information. Click **Cancel** to close the pop-up window without importing the category.

**Import Category > Period 2 004 ENG 3**

*Select a school year and section to import from. Then select at least one category.*

Year / Section / Quarter 2020 - 2021 Period 2 004 ENG 3 1st 9 Weeks

Category Extra Credit

Additional Linked Sections Period 2 004 ENG 3

Cancel Import

Once imported, you will see the Category and attached assignments display in the Assignments panel.

All

Totals

Category

Assignment

+

Assignments

<

Classwork (9)

50%

Homework (4)

40%

Participation (1)

10%

Extra Credit

Percent of Final Grade

0%

Edit

Favorite Book (0)

+ New Assignment

Import Assignment

Add Test

Grade Legend

Google Classroom

22 Students

Export

Filter: OFF

Student		Grade
Abe, Charlie Noel		83% B
Barron, Debbie		92% A
Blonde, Amal Martin		73% C
Bonilla, Alexander James		51% F
Castile, Sam		78% C
Collazo, Gabriella		76% C
Elam,		99% A
Fenaway		90% A
Gregerso		99% A

**i** The Assignments linked to the category imported are automatically updated for the current school year; therefore, the Assigned Date, Due Date, and Publish Date are automatically updated based on the date of importation.