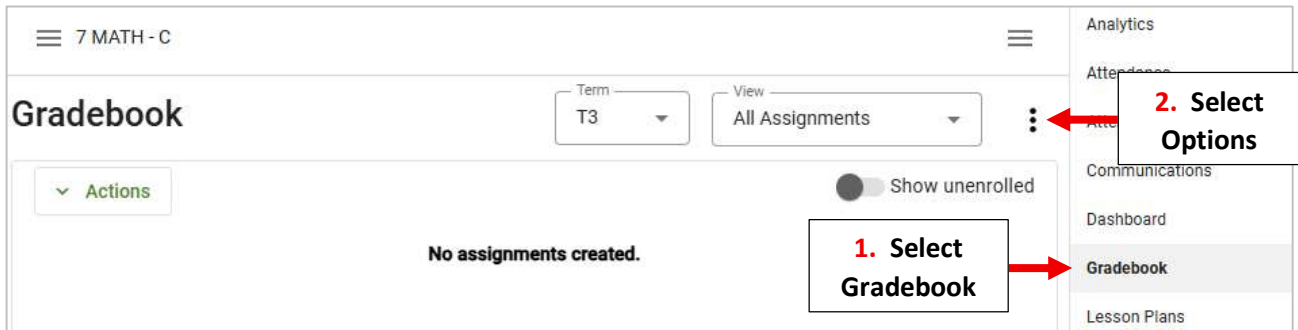
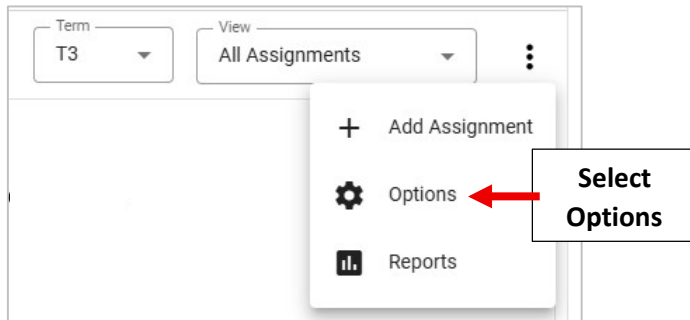


Create Assignment Categories in FACTS SIS

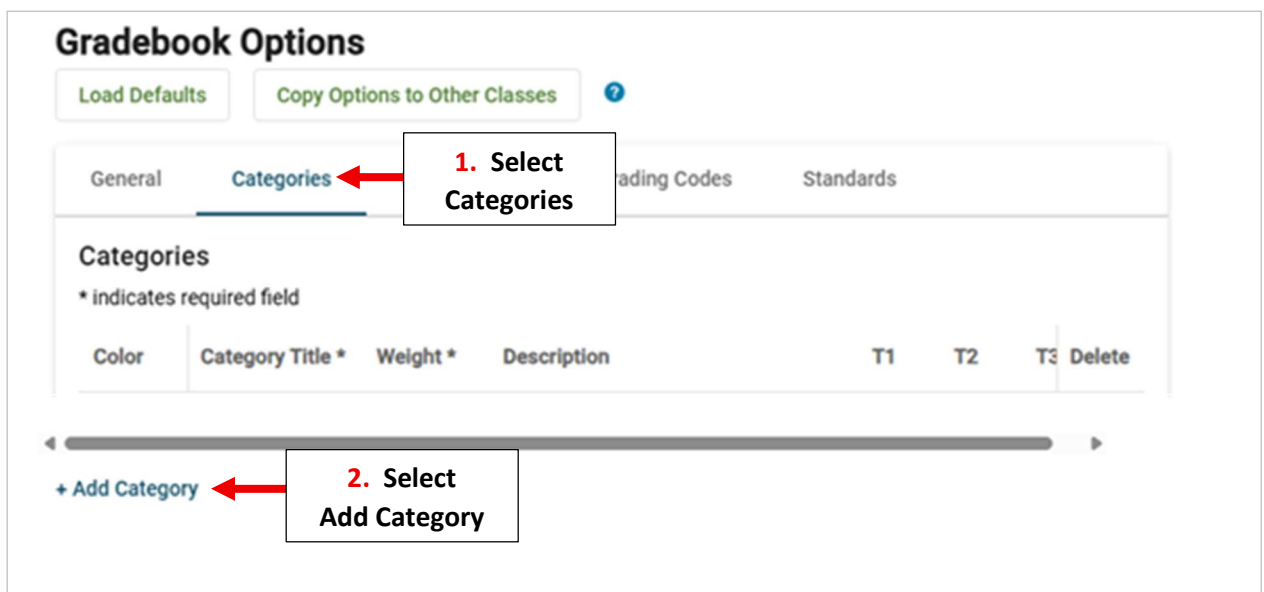
From the Classroom Menu Select **Gradebook** and Select **Options**



Select **Options**



Select **Categories** and Select **Add Category**



Select **Category Color**, Type **Category Title** and **Description**. Place Checkmark by all “3” Trimesters and Select **Save** to **Save** your Changes.

Gradebook Options

Load Defaults Copy Options to Other Classes ?

General Categories Letter Grades Grading Codes Standards

Categories
* indicates required field

Color	Category Title *	Weight *	Description		T1	T2	T3	Delete
H	Homework	1	Homework 8/100		✓	✓	✓	×

+ Add Category

Weight will Default to “1”

4. Select **Save** to **Save** your Changes

Save

1. Select **Category Color**

2. Type **Category Title** and **Description**

3. Check all “3” Trimesters

To **Copy Categories** to Other Classes, Select **Copy Options to Other Classes**

Gradebook Options

Load Defaults Copy Options to Other Classes

General Categories Letter Grades

Select **Copy Options to Other Classes**

Select the Classes to **Copy Categories** to and Select **Save** to **Save** your Changes

Copy Options to Other Classes ✕

Select classes to copy to

Search by name

☐ Select All

☐ 8 HR - A

☐ 8 HR - B

☒ 8 MATH - A

☒ 8 MATH - B

Count: 243

Cancel Copy

1. Select the **Classes**

2. Select **Save** to **Save** your Changes