

## Creating Categories

Categories help to distinguish between different types of assignments. Creating categories is optional since Sapphire automatically gives you a **default** category (called “Def.”) I think it’s helpful to have categories when you want to color code your assignments.

First, I’m going to select my course (a subject) and then click **Go to Gradebook**.

**Select a Class**

Course ID: 2Reading - 2 Reading

Section Number: 001 - Period 0(YR)

Term: [Dropdown]

Go To:

- Go to GradeBook
- Go to Class Attendance
- Go to Homeroom/Daily Attendance
- Go to Lesson Planner
- Go to Discipline

Elementary Assessment

- By Student
- By Subject

You will see your class roster.

	ID	Name	Book #	Grade Level	Grade Total
1.	300002	Boncham, Rupert		02	0.00%
2.	300004	Clement, James		02	0.00%
3.	300000	Donaldson, Colby		02	0.00%
4.	300003	Lusth, Ozzy		02	0.00%
5.	300001	Mariano, Rob		02	0.00%

Bring your mouse arrow over to **My Class**.

Select **Categories**.

**2 Reading Section 001 - Per. 0** Marking Period Q1

My Gradebooks | **My Class** | Options | Reports | Utilities

- Main Gradebook
- Assignments
- Edit All Assignments
- Categories**
- Mid-Quarter Progress
- Final Grades
- End of Marking Period Comments
- Textbooks
- Nicknames/Custom
- Student Grades/Comments
- Homeroom Attendance
- Class Attendance
- Seating Charts
- Lesson Plans
- Report Card Skills
- Sign On Log

Note that the title says “**Create New Category.**” Fill out your descriptors for the required areas:

**Category Name, Category Code.**

Also choose a **Color** and **add to all the Marking Periods** (unless you don’t need them for specific Marking Periods). Save your work when you are finished by clicking the **blue “Floppy Disk” icon**.

**Create New Category**

2 Reading Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

Categories: Def To edit a category click on its code.

**Required**

Category Name Tests example: Unit Quizzes

Category Code T example: Quiz

**Optional**

Category Description

Drop Lowest 0

Drop Highest 0

Color Clear Color

Weight 1 Relative weight of the grade.

Percent of Total Grade

Add to Marking Period:  Q1  Q2  Q3  Q4

Add to Section:  001  
 + Include other courses  
 Select ALL other courses:  All

Spelling 3 (3Spelling)  All  001

Ignore the Weight. Just leave it as 1.

You can see the Default Category already created by Sapphire. You can choose to ignore this if you are creating different customized categories.

Check off your Marking Periods here.

If you want to add the same type of category to your other subject areas, click the blue bar that says “Include other courses” and it will reveal more options. In my demo class, I only have one other course set up--Spelling, so that is all that is available for me. If you know you’re going to have “Tests” as a category in other courses, do this! It will save a little time.

**Why do I need a category Code?**  
*A Category Code is the code you will choose from a drop-down menu when you create your assignments. Keep it simple--just a few letters and numbers (but no symbols!).*

Once you save, you will see that it has been created and in what course and what marking periods. You will also see that your category was added to the “Existing Categories” section.

**Edit Category**

2 Reading Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

Category T has been created in Course 2Reading, Section 001, marking period Q1.  
 Category T has been created in Course 2Reading, Section 001, marking period Q2.  
 Category T has been created in Course 2Reading, Section 001, marking period Q3.  
 Category T has been created in Course 2Reading, Section 001, marking period Q4.

**Edit Category "Tests"**

Categories: Def T To edit a category click on its code.

**Required**

Category Name Tests example: Unit Quizzes

Category Code T example: Quiz

**Optional**

Category Description

Drop Lowest 0

Drop Highest 0

Color Clear Color

Weight 1 Relative weight of the grade.

Percent of Total Grade

**Assignments in Tests:**  
 There are no assignments in this category.

You can continue to create more categories if you wish.

To create a new Category, click the "Paper" icon next to the save icon and fill out your information. Make sure the title says "Create New Category and not "Edit Category..."

I created a total of two categories: **Tests** (pink) and **Homework** (purple). I have the "Default" category currently selected so it is highlighted gray. If I had HW selected, it would also be highlighted gray instead of purple.

**Edit Category** SapphireSoftware **GRADEBOOK**

2 Reading Section 001 - Per. 0 Marking Period Q1

My Gradebooks My Class Options Reports Utilities

### Edit Category "Default Category"

**Required**

Category Name: Default Category example: Unit Quizzes

Category Code: Def example: Quiz

**Optional**

Category Description: This is the default category created when no other category exists.

Drop Lowest: 0

Drop Highest: 0

Color:  Clear Color

Weight: 1 Relative weight of the grade.

Percent of Total Grade:

Edit in Marking Period:  Q1  Q2  Q3  Q4

Edit in Section: All  001 + Include other courses

**Categories:**

- Def
- HW
- T

To edit a category click on its code.

**Assignments in Default Category:**

There are no assignments in this category.

If you go back to view your Main Gradebook don't worry if you can't see anything yet because you probably have not created **assignments** yet to go IN the categories you made!!!

That's the next step...creating assignments and sorting them within your categories.