Create Assignment Categories in FACTS SIS

From the Classroom Menu Select Gradebook > Categories



Select Add Category



Enter Category Title, Weight (Default is 1.0) and Verify All Terms are Selected. Enter Category Decsription and select Save to Save your Changes



Category is now available for use

	Gradebook Categories +					
Category is now available for use	Categories are created to group assignments for organization and for weighting (if using the Weighted Percentage or Mixed calculation method).					
	Title *	Weight *	T1	Т2	Т3	Τ4
	Homework	1	0	2		
	8 / 50 Description					
	Class Homework					
						14/100