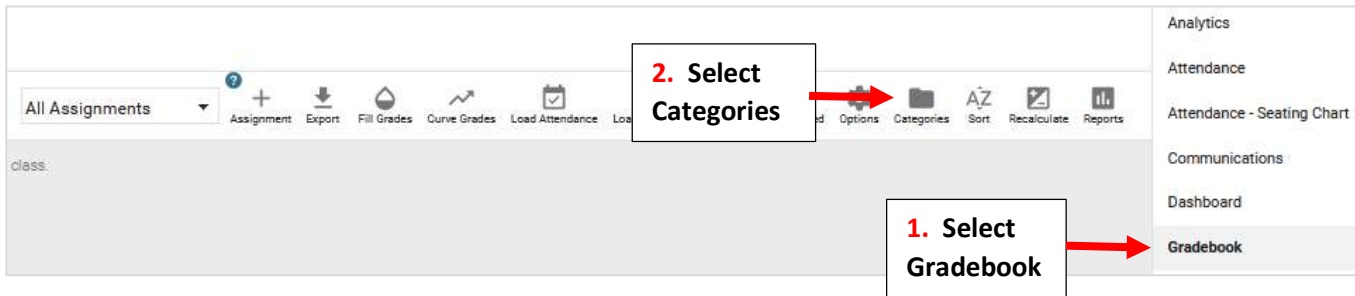
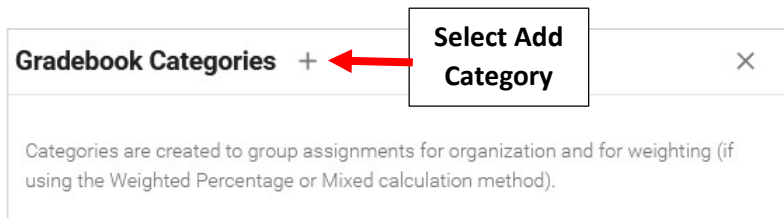


# Create Assignment Categories in FACTS SIS

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 Description** and select **Save** to **Save** your Changes



Category is now available for use

