

Create Assignment Categories in FACTS SIS

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

Gradebook

Term: T3 View: All Assignments

Actions

No assignments created.

Show unenrolled

1. Select Gradebook

2. Select Options

Select **Options**

Term: T3 View: All Assignments

+ Add Assignment

Options

Reports

Select Options

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

Gradebook Options

Load Defaults Copy Options to Other Classes

General Categories Grading Codes Standards

Categories

* indicates required field

Color	Category Title *	Weight *	Description	T1	T2	T3	Delete
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+ Add Category

1. Select Categories

2. 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
1. Select Category Color H	2. Type Category Title and Description Homework	Weight will Default to "1" 1	Homework 8/100	☒	☒	☒	☐
+ Add Category							

4. Select Save to Save your Changes

Save