

\*\*\*\* You are now working in the 2015-16 school year \*\*\*\*

**1. Click on "Profiles"**

List Profiles

Teacher Profiles in 2015-16

Teacher: Baker, Brianne

**2. Click on "Total Categories" for the courses you would like to create subcategories for.**

Seq	Code	Description	Courses	Type	Default	MP Grading	Categories	Copy	Properties	Open	
20	1967	Required MP Grading (New)		TEACHER		<a href="#">Category Weighting</a>	<a href="#">Total Categories:</a> <b>2</b> 1. Summative 2. Formative				
30	2399	Required MP Grading	<a href="#">H100C/1 English 9</a> <a href="#">H102R/1 English 11</a> <a href="#">H102R/2 English 11</a> <a href="#">H121C/4 English 12</a> <a href="#">H121C/3 English 12</a> <a href="#">H401C/1 US History 2</a>	SCHOOL	✓	<a href="#">Category Weighting</a>	<a href="#">Total Categories:</a> <b>2</b> 1. Summative 2. Formative				

# 1. Click to create a subcategory.

## Categories

Add New Category

	Description	MP1		MP2		MP3		MP4		Grade Type	Pts	Background	Font	Print		
		MP%	Drop	MP%	Drop	MP%	Drop	MP%	Drop							
SA	Summative	60.0	0	60.0	0	60.0	0	60.0	0	Numeric	100	#ffffff	#ff0505			
SA	Formative	40.0	0	40.0	0	40.0	0	40.0	0	Numeric	100	#ffffff	#1303f7			
<b>Totals:</b>		<b>100.0%</b>		<b>100.0%</b>		<b>100.0%</b>		<b>100.0%</b>								

**\*DO NOT CLICK "ADD NEW CATEGORY!\***

### Sub Category Maintenance for Summative

Current Summative Weighting by Marking Period

MP1	MP2	MP3	MP4
60.0%	60.0%	60.0%	60.0%

#### Current Sub Categories

Seq	Code	Description	MP1		MP2		MP3		MP4		Font	Background	
			% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% of MP	Dropped			
No sub categories have been created for this category (Summative)													

1. Seq. and code need to be filled in but do not need to be a specific number.
2. Fill in the remaining information and then click "Add" repeat as desired.

Add New Sub Category:

Seq	Code	Description	MP1		MP2		MP3		MP4		Font	Background	
			% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% of MP	Dropped			
1	1	Projects	25	0	25	0	25	0	25	0	#000000	#ffeebb	Add