

Categories

- View and work with your categories on the **Categories page**.
- District-created categories are labeled with an icon that looks like a building.
 - **Note:** If a section is **shared between multiple teachers**, only the **lead** teacher's categories will be applicable when working with that section.

To view and/or edit Categories:

- Click **Grading** from the **Menu Bar**.
- Select **Categories** from the **Menu Bar**.
 - All of your active categories appear.
- Click **Show Inactive** to display categories that are not currently active.
- Click the **arrows** to move categories higher or lower on the list to sort the categories.
- Click next to the **category name** to edit.
- Click **Save** when your changes are complete.

To delete a category:

- Select next to the **Category name**.
- Click **Delete**
- Select **Confirm Delete**.
 - **Note:**
 - You will not be able to delete categories that are linked to any assignment (current or past years).
 - You can mark these categories as Inactive instead.