

Weight Categories in Infinite Campus

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You can certainly create categories and not weight them. If that is your intention, then you do not check the box for **Weight Categories** on the **Edit Grade Calc Options** tab. Also, on the **Create Categories** tab you would enter a **Weight** for each category created of **0**.

To truly weight categories you would check the box for **Weight Categories** on the **Edit Grade Calc Options** tab, click **Fill All** and **Save**. Then on the **Create Categories** tab you would enter the appropriate **Weight** for each category, noting that the total of all categories must equal 100.