

# Setting Assignment Visibility: Categories

The default visibility type for assignments can be set at the category level. To set visibility default from private to public for future assignments, complete the following steps. This must be performed for each class.

1. Open category list by clicking Gradebook top tab, Categories side tab.

The screenshot shows the Gradebook interface for the class '2014-2015 - SCI05SCI-002 - 5th Grade Science'. The 'Gradebook' tab is selected in the top navigation bar. In the left sidebar, the 'Categories' option is highlighted. The main table displays the following data:

Code	Desc	Default GradeScale > Name	Weight	Percent
A	Assessments	Elementary Grade Scale	50.0	50.0%
CW	classwork	Elementary Grade Scale	15.0	15.0%
HW	Homework	Elementary Grade Scale	10.0	10.0%
Q	Quiz	Elementary Grade Scale	25.0	25.0%

2. Select (check) the box next to the Code column header. This will select all categories.

The screenshot shows the same Gradebook interface, but now the checkbox next to the 'Code' column header is checked. The status bar indicates '4 of 4 selected'.

3. Click Options ---> Mass Update from the menu bar.

The screenshot shows the 'Options' menu open, with 'Mass Update...' selected. The main table remains the same as in the previous steps.

4. Set field to Visibility Type, and Value to Public. Click Update button. Click OK to proceed. A green verification window will appear showing how many records (categories) have been changed.

The screenshot shows the 'Mass Update' dialog box with 'Visibility type' set to 'Public'. Below it is a Chrome notification: 'The page at app-aspen-dev says: Update the field "Visibility type" with the value "0" for all records in the current selection?'. To the right is a green confirmation window: 'Mass-Updated with Constant'. The confirmation window details are as follows:

Table:	Category
Column:	Visibility type
Updated To:	0
Rows Changed:	4
Rows Skipped (Validation):	0