CREATING AND ASSIGNING CATEGORIES TO GRADE CENTER COLUMNS

A category is a way to classify grade center columns. Categories can be used to organize grade center data and can be used to in Total and Weighted Totals calculations. The grade center has several categories that are automatically assigned to Blackboard assessment columns: Assignment, Blog, Discussion, Journal, Self and Peer, Survey, Test, and Wiki. However, you may make your own categories if desired.

VIEWING AND CREATING CATEGORIES

1. In your course’s CONTROL PANEL, click the GRADE CENTER link. From the list of options that appear, select FULL GRADE CENTER.

2. When you are in the Full Grade Center, roll your mouse over the MANAGE button and select CATEGORIES from the drop-down menu.

3. You will be taken to the CATEGORIES page. Here you will see all the categories you have in the course and what grade center columns then have been applied to.

   To create a customized category, click the CREATE CATEGORY button.
4. On the Create Category page, give the category a name. If desired, you may add a helpful description to the category.

Then, click the **Submit** button.

5. You will be taken back to the Categories page. Your new category will appear on the page.

**EDITING AND DELETING CUSTOM CATEGORIES**

Only categories that *you create* can be edited or deleted. System-created categories cannot be edited or deleted from the course.

To edit or delete a category, navigate to the Categories page through the Full Grade Center’s Manage button.

When you are on this page, roll your mouse over your custom category. Click the context arrow and select **EDIT** or **DELETE** from the context menu that appears.
APPLYING CATEGORIES TO COLUMNS

The most efficient way to add categories to one or more columns is through this process.

1. In your course’s FULL GRADE CENTER, roll your mouse over the MANAGE button. Select COLUMN ORGANIZATION from the drop-down menu.

2. On the Column Organization page, you will see a list of your grade center’s columns and their current categories. To select columns that you want to re-categorize, SELECT the CHECKBOXES next to the name of each column.

3. Then, roll your mouse over the CHANGE CATEGORY TO button and select a new to apply to the selected columns.

4. The category will be applied to the selected columns. Click the SUBMIT button to save these changes.

USING CATEGORIES IN CALCULATIONS

Please see these tutorials for using categorized columns in calculations

- Drop the Lowest Score from a Total Column
- Creating a Weighted Total Column