

# CREATING AND ASSIGNING CATEGORIES TO GRADE CENTER COLUMNS



## Blackboard Learn

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.

**Grade Center : Full Grade Center**

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You can also use the keyboard to enter a grade. To enter a grade, access a cell's contextual menu. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page, and press the Enter key to submit. Use the arrow keys or the tab key to navigate.*

Create Column    Create Calculated Column    **Manage**    Reports

- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories**

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.

**Categories**

*A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)*

**Create Category**

Title	Description	Columns
Assignment		A1
Blog		
Discussion		G1 - DISCUSSION, Graded Forum 1

- 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.

### Create Category

*Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.*

\* Indicates a required field. Cancel **Submit**

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**CATEGORY INFORMATION**

\* Name

Description

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

### Categories

*A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)*

Create Category

Delete

Title ▲	Description	Columns
Assignment		A1
Blog		
Discussion		G1 - DISCUSSION, Graded Forum 1
Journal		
<input checked="" type="checkbox"/> Quizzes		

## 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.

<input checked="" type="checkbox"/>	Title ▲	Description
	Assignment	
	Blog	
	Discussion	
	Journal	
<input checked="" type="checkbox"/>	Quizzes ▼	
	Self and	
	Survey	

Edit

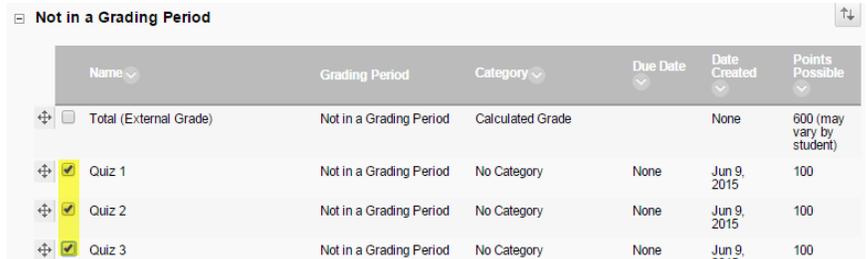
Delete

## APPLYING CATEGORIES TO COLUMNS

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

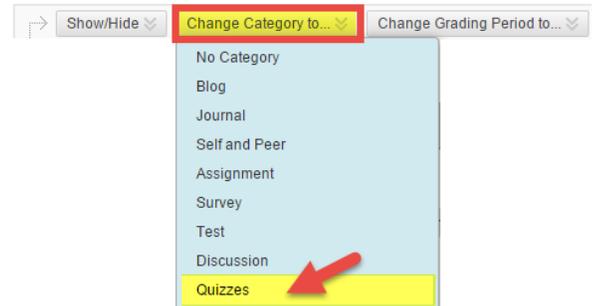
1. In your course's **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button. Select **COLUMN ORGANIZATION** from the drop-down menu.

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.



Not in a Grading Period						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	600 (may vary by student)	
<input checked="" type="checkbox"/> Quiz 1	Not in a Grading Period	No Category	None	Jun 9, 2015	100	
<input checked="" type="checkbox"/> Quiz 2	Not in a Grading Period	No Category	None	Jun 9, 2015	100	
<input checked="" type="checkbox"/> Quiz 3	Not in a Grading Period	No Category	None	Jun 9, 2015	100	

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

- [Dropping the Lowest Score from a Total Column](#)
- [Creating a Weighted Total Column](#)