

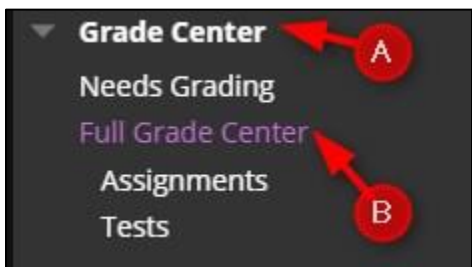
Adding a Category in the Full Grade Center

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. **NOTE: The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited.**

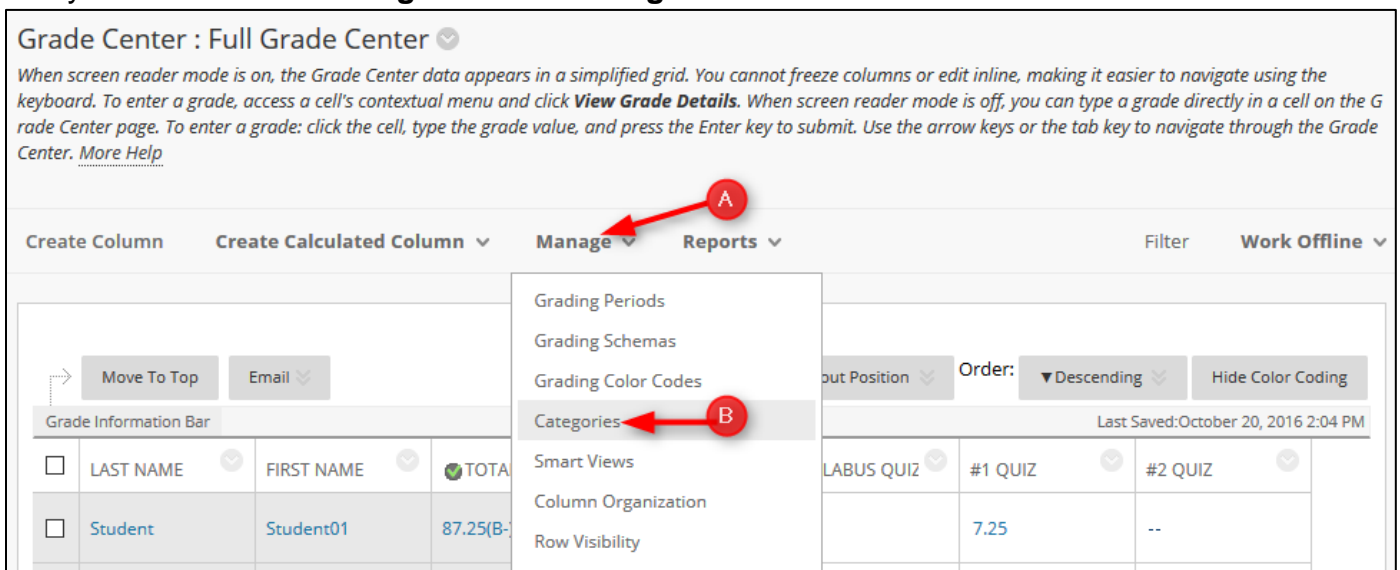
When you add any type of graded item, that item will automatically be assigned to one of the nine default categories. Therefore, it is not necessary to add a new category unless you want a category that does not already exist in Blackboard.

Directions to add a new category:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Roll your mouse over **Manage** and click **Categories**.


A screenshot of the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Manage' dropdown menu is open, showing options like 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', and 'Row Visibility'. The 'Categories' option is highlighted with a red circle labeled 'B' and an arrow. In the background, a table of student grades is visible with columns for 'LAST NAME', 'FIRST NAME', and 'TOTAL'. A red circle labeled 'A' points to the 'Manage' button in the navigation bar. A 'Grade Information Bar' is also visible above the table.



	LAST NAME	FIRST NAME	TOTAL
<input type="checkbox"/>	Student	Student01	87.25(B-

5. In the Categories window, click **Create Category**

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		Is Online Learning Right For You?,College Resources Digital Scavenger Hunt,#1 Lab,#2 Lab,#1 Week Homework


6. Type the **Name**, add a description if desired, and click **Submit**.

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.


CATEGORY INFORMATION

* Name 

Description

You can add a description if necessary

*Click **Submit** to proceed. Click **Cancel** to go back.*



7. Click **OK** to exit this window and return to the Grade Center. Even though the category has been created, in order to use it to organize grades it needs to be added as a calculated column in the gradebook. (See **Adding a Calculated Column** for more information)

TITLE	DESCRIPTION	COLUMNS
Assignment		Is Online Learning Right For You?,College Resources Digital Scavenger Hunt,#1 Lab,#2 Lab,#1 Week Homework
Blog		
Discussion		#1 Discussion,#2 Discussion,Week 2 Discussion
Journal		
Labs		
Self and Peer		
Survey		
Test		Syllabus Quiz,#1 Quiz,#2 Quiz,#1 Test,#1 Exam

The Category has been created, but it still needs to be added as a calculated column in the gradebook.

Displaying 1 to 8 of 8 items | Show All | Edit Paging... | 7 | ← OK