Create and Manage Grade Center Categories

A Grade Center category is a classification of a Grade Center column of a course. For instance, “Homework,” “Tests,” or “Quizes” are categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. For example, an instructor may sort the Grade Center by a specific category to compare how all the students scored in the "Homework" category. Categories may also be used when creating Smart Views comprised of columns associated to specific category or categories.

Default Grade Center Categories

The Grade Center contains default categories that are created for the Grade Center columns through the Blackboard Learning System. The default categories are: Assignment, Discussion, Survey, Test. An instructor cannot delete these default Grade Center categories.

Create a Grade Center Category:

1. In the Grade Center, hover your mouse over the Manage menu and select Categories.

2. The Categories page displays the default categories and any other categories that have been created. Each category displays the Grade Center columns associated with that particular category.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>Short Paper 1, Short Paper 2, Sample Single Assignment, Essay 2, Essay 3, Essay 1, Sample Assignment 2, Sample Group Assignment</td>
</tr>
<tr>
<td>Attendance</td>
<td>Attendance</td>
</tr>
<tr>
<td>Discussion</td>
<td>Forum Sample One</td>
</tr>
</tbody>
</table>
3. Click the **Create Category** button on the **Categories** 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 four default Categories: Assignment, Discussion, Survey, and Test that cannot be removed or edited. [More Help]

4. Enter **Name** and **Description** of the new category and click **Submit** to finish.

**Note**: Grade Center columns that are not assigned a category upon creation are automatically assigned to "No Category". To avoid this event, create categories before creating Grade Center columns. Instructors can also assign Grade Center columns through the Organize Grade Center page under **Grade Center > Column Organization**.

**Modify a Category**:
Default categories cannot be edited. However, any categories the user creates can be edited.

1. In the **Grade Center**, hover the mouse over the **Manage** menu and select **Categories**.

2. Find the category which needs to be changed and click on the double - down arrows next to it. Select **Edit**.

3. Make any necessary changes on the **Edit Category** page and click **Submit** to update the changes.

**Delete a Category**:
Default categories cannot be deleted from the Grade Center. Only categories that have been created by a user and that are not in use in a course may be deleted.

1. In the **Grade Center**, hover the mouse over the **Manage** menu and click **Categories**.

2. Find the category which needs to be deleted and click the double - down arrows next to it. Select **Delete**.
Note: The Delete button will only appear for categories that can be deleted from the Grade Center.

3. Click OK to confirm the action.