Categories
Blackboard Learn Grade Center

Creating a Category

Categories can be created to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Faculty can create their own categories like Labs, Group Work, Quizzes, etc. Faculty can then sort the Grade Center by a specific Category to compare how all the Students scores in a specific category. Categories can also be used to create Smart Views and Calculated Columns.

Creating a Category

To create a category:

1. Hover your mouse over the Manage action link and select Categories.

2. The Categories page is displayed.

Editing a Category

Deleting a Category

Assigning a Category to Multiple Columns
3. Click **Create Category**.

4. Enter a **Name** for the category.

5. Enter a **Description**. This can help differentiate categories and explain the purpose of the category.

6. Click **Submit**.

**Editing a Category**

To edit a category:

1. Hover your mouse over the **Manage** action link and select **Categories**.

2. The Categories page is displayed.
3. Click the action link for the Category to edit.

4. Select **Edit**.

5. The Edit Category page is displayed.

6. Modify the category. Then click **Submit**.
Deleting a Category

To delete a category:

1. Hover your mouse over the Manage action link and select Categories.
2. The Categories page is displayed.
3. Click the action link for the Category to delete.
   
   **Note:** The action link will only appear for those categories that can be deleted from the system. The six default categories cannot be removed.
4. Select Delete.
Assigning a Category to Multiple Columns

To assign a category to multiple columns:

1. Hover your mouse over the Manage action link and select Column Organization.

2. The Column Organization page is displayed.

3. Select the column(s) for which to change the category.

4. Hover your mouse over Change Category to, and select the category to assign to the selected columns.
5. The category changes are reflected automatically.

6. Click **Submit** to save the changes to the columns properties.