

# Categories

## Blackboard Learn Grade Center

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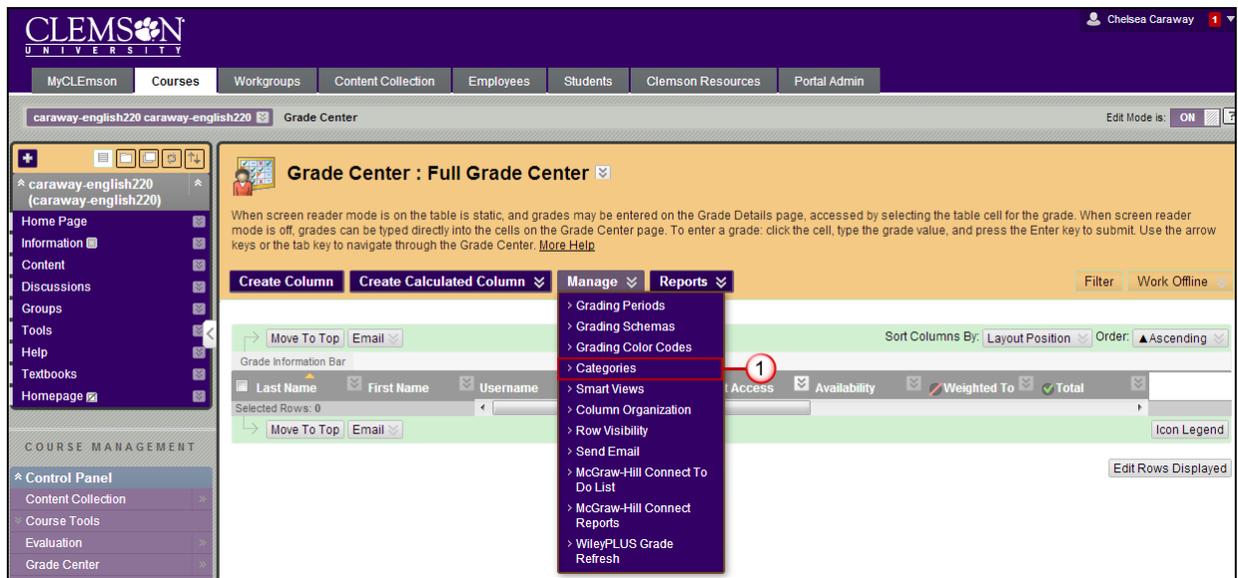
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Categories can be created to organize the Grade Center and run reports on specific types of grades. Default categories include Assignment, Discussion, Survey, and Test. Faculty can create their own categories like Labs, Group Work, Quizzes, etc. Faculty 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.

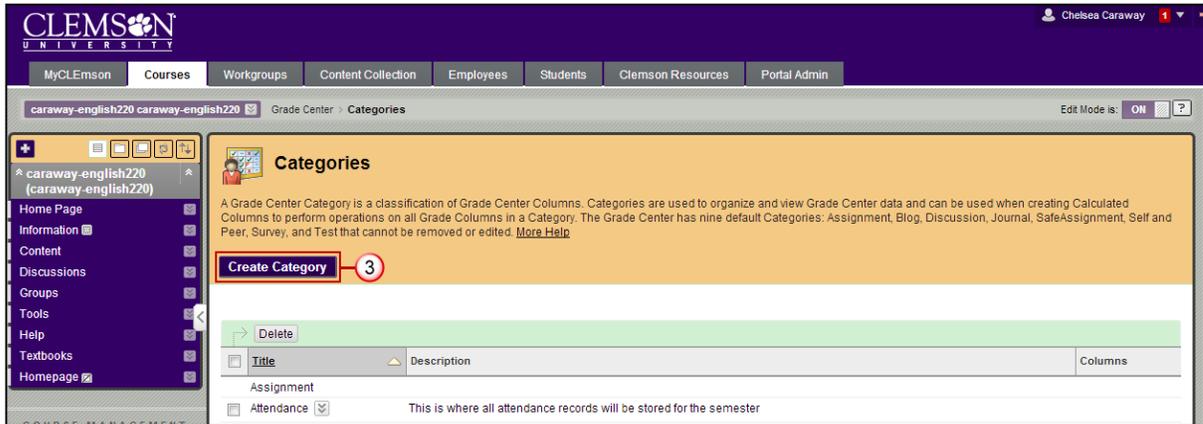
### Creating a Category

To create a category:

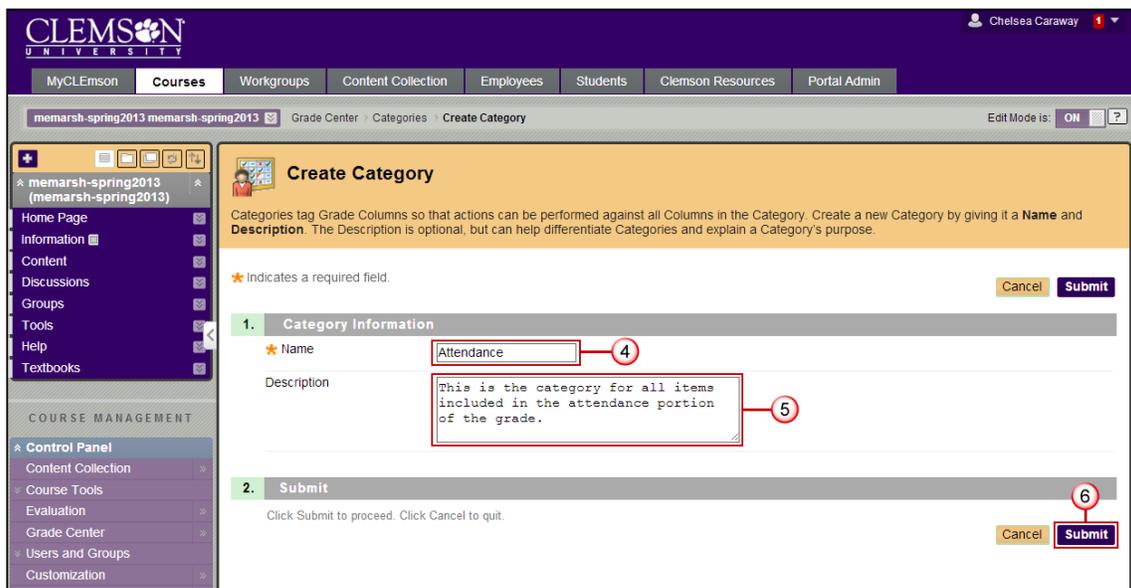
1. Hover your mouse over the **Manage** action link and select **Categories**.



2. The Categories page is displayed.



3. Click **Create Category**.



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

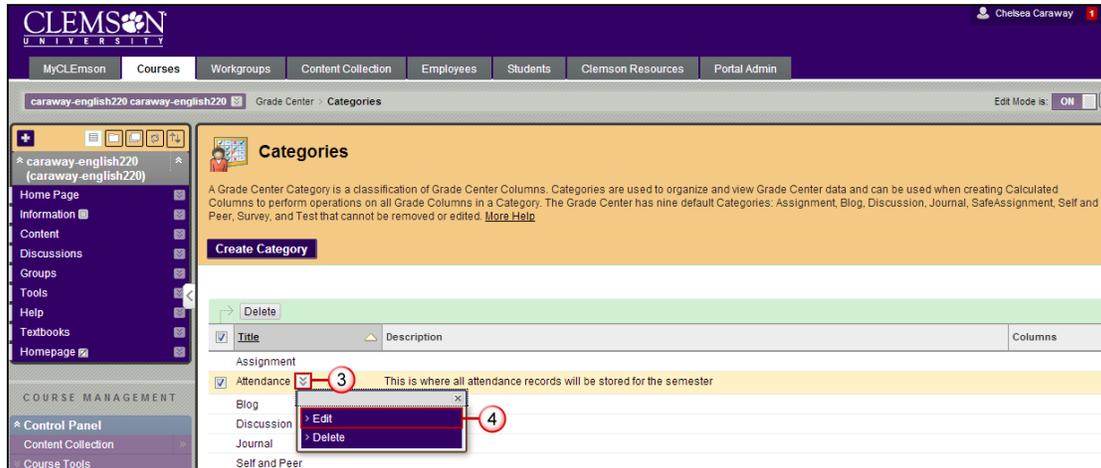
5. Enter a **Description**. This can help differentiate categories and explain the purpose of the category.

6. Click **Submit**.

## Editing a Category

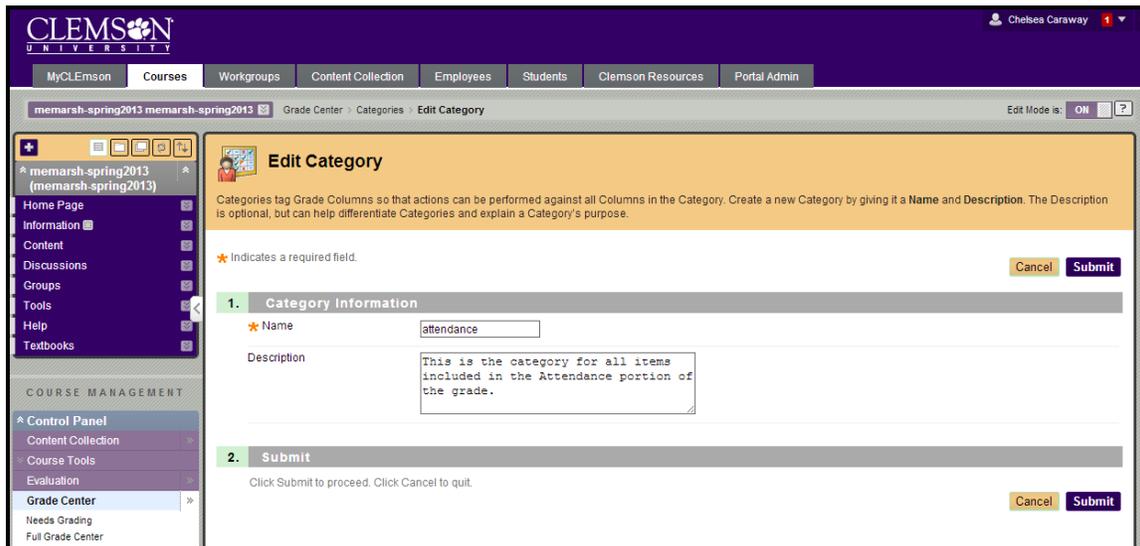
To edit a category:

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**.



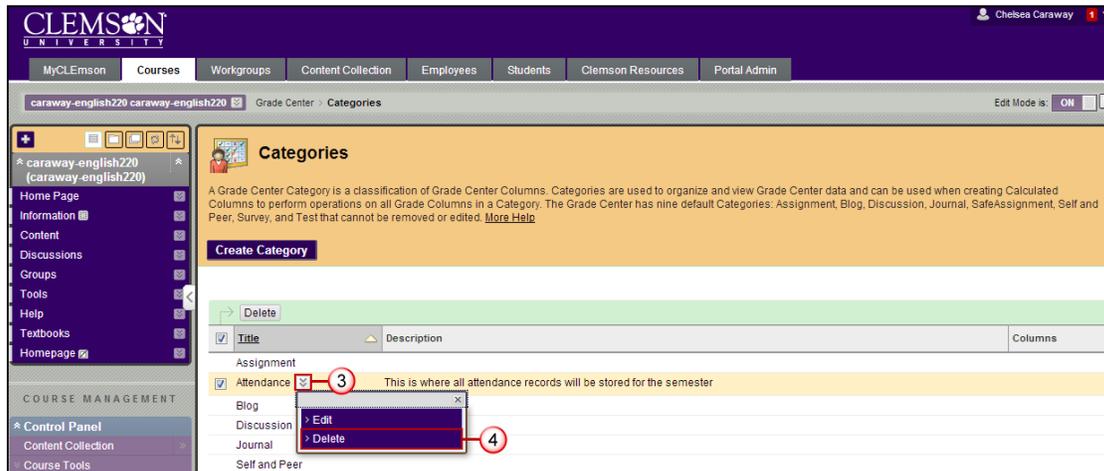
5. The Edit Category page is displayed.

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.

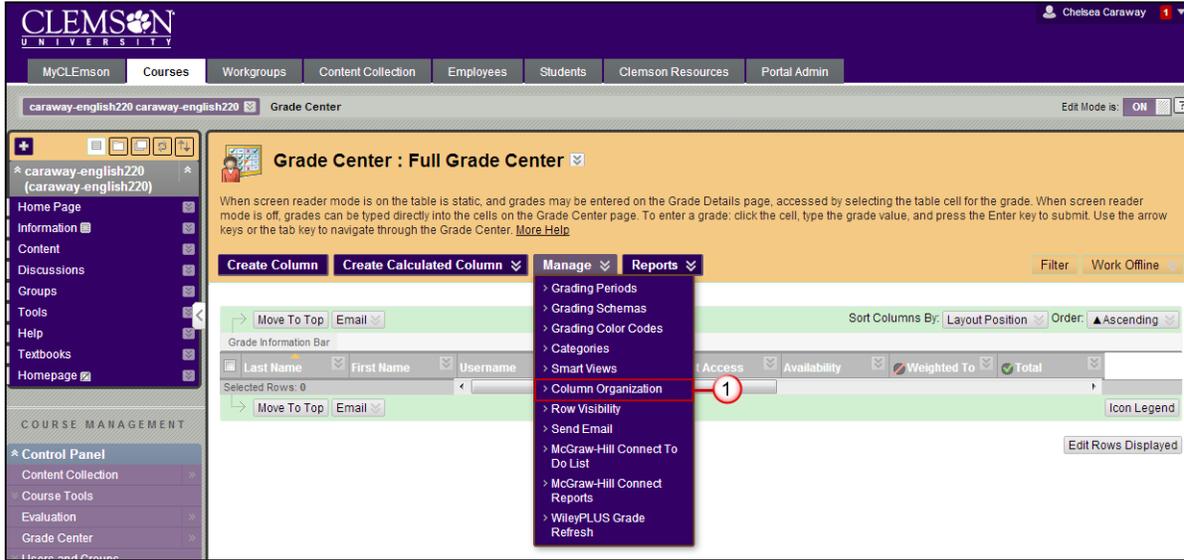
**Note:** The action link will only appear for those categories that can be deleted from the system. The six default categories cannot be removed.

4. Select **Delete**.

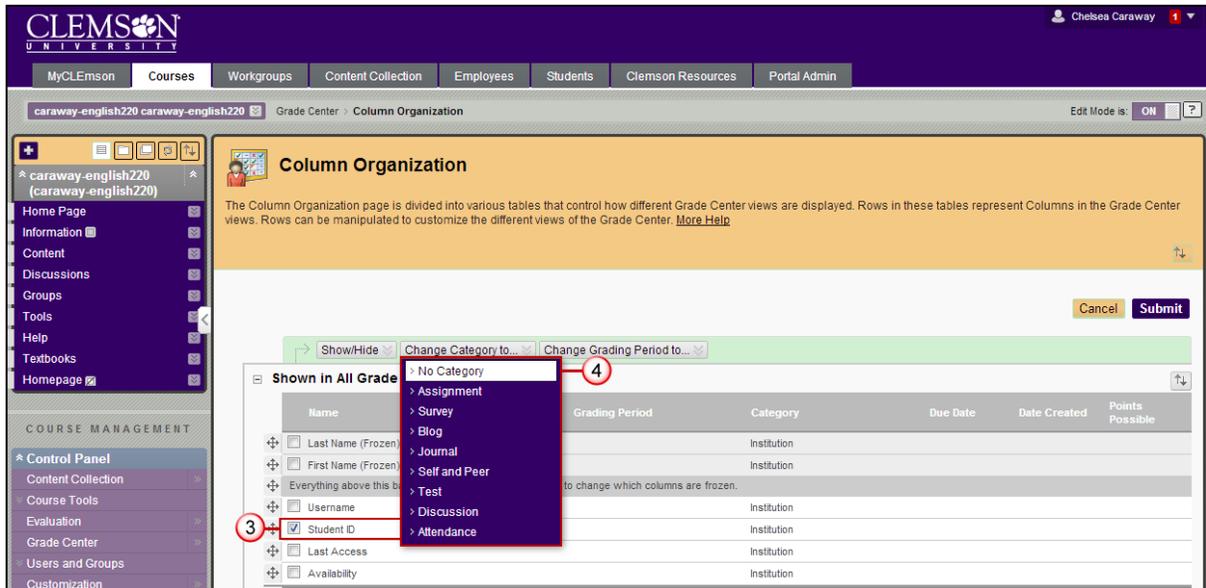
## Assigning a Category to Multiple Columns

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.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
Total (External Grade)	Not in a Grading Period	Calculated Grade		None	40 (may vary by student)
quiz 1	Not in a Grading Period	Test		May 16, 2013	10
first quarter attendance	Not in a Grading Period	Attendance		Jul 2, 2013	10
second quarter grades	Not in a Grading Period	Attendance		Jul 2, 2013	10
grades from third quarter	Not in a Grading Period	Attendance		Jul 2, 2013	10

5. The category changes are reflected automatically.
6. Click **Submit** to save the changes to the columns properties.