

Categories

Blackboard Learn Grade Center

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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.

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Information 🔳		keys or the tab I	tey to navigate through th	ne Grade Center. <u>M</u>	ore Help			
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✓ Course Tools					Reports			
Evaluation	»				> WileyPLU	S Grade		
Grade Center	*				Refresh			

2. The Categories page is displayed.

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Groups Tools										
Textbooks		Title	Des	cription					Columns	
		Assignme	nt e 😻 This	is where all atter	ndance records	will be stored for the seme	ster			

3. Click Create Category.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin							
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Information Content Discussions Groups	2 2 2 2 2	★ Indicates a rec	Indicates a required field. Cancel Submit											
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Help	E.	🜟 Name	Atte	ndance	7-4									
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Customization														

- 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.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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Home Page Information 🗐	8 8	Columns to per Peer, Survey, ar	form operations on all Gr d Test that cannot be rer	ade Columns in a noved or edited. <u>N</u>	a Category. The lore Help	Grade Center has nine del	fault Categories: As	signment, Blog, Discussion, Journal, Safe/	ssignment, Self and
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Content Collection		Journal	> Delete						
		Self and F	eer						

- 3. Click the action link for the Category to edit.
- 4. Select Edit.

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+ 🗏 🖻 🖻 * memarsh-spring2 (memarsh-spring)	2013 * 2013)	Edi	t Category					
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Evaluation	*	Click Sub	mit to proceed. Click Car	ncel to quit.				
Grade Center	*							Cancel Submit
Needs Grading Full Grade Center								

- 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.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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COURSE MANAG	MENT	Attendance Blog	This	is where all atten	dance records	will be stored for the seme:	ster		
★ Control Panel Content Collection ▼ Course Tools		Discussion Journal Self and P	n > Edit > Delete eer		4)				

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.

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(caraway-english	220)	When screen re	ader mode is on the tab	le is static, and gra	des may be en	tered on the Grade Deta	ills page, accessed by s	selecting the table cell for the grad	e. When sc	reen reader
		mode is off, gra	des can be typed directly	into the cells on th	e Grade Cente	r page. To enter a grade	click the cell, type the	grade value, and press the Enter k	ey to subm	it. Use the arrow
Content		Keys of the tab r	ey to navigate unough u	ie Grade Genter. <u>m</u>	<u>ore Help</u>					
Discussions		Create Colu	mn Create Calcula	ated Column 💝	Manage 🔇	≶ Reports ≫			Filter	Work Offline 😒
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Help		Crede la fermati	Top Email S		→ Grading C	olor Codes		Layout Position	orden.	Ascending 📎
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× 11										

2. The Column Organization page is displayed.

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COURSE MANAG	EMENT	+	Name > Sun > Blog Last Name (Frozen) > Jour	vey) mal	Gradin	g Period	Category	Due Date	Date Created	Points Possible
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Evaluation Grade Center	* *	3 ⊕ □	Username > Disc Student ID > Atter	cussion ndance			Institution			
 Users and Groups Customization 			Availability				Institution			

- 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.



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	\oplus	First Name (Frozen)				Institution				
	⊕ E	everything above this bar is a fi	rozen column. Drag f	this bar to change	which columns are froze	en.				
Grade Center >>	\$	Username				Institution				
Needs Grading	\oplus	Student ID				Institution				
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	\oplus	guiz 1		Not in a (Grading Period	Test		None	May 16, 2013	10
	\$	I first quarter attendance		Not in a (Grading Period	Attendance		None	Jul 2, 2013	10
	\$	I second quarter grades		Not in a (Brading Period	Attendance		None	Jul 2, 2013	10
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	Click S	Show/Hide Chan	ge Category to >	Change Gra	ding Period to 📎					
									Ca	ncel Submi

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