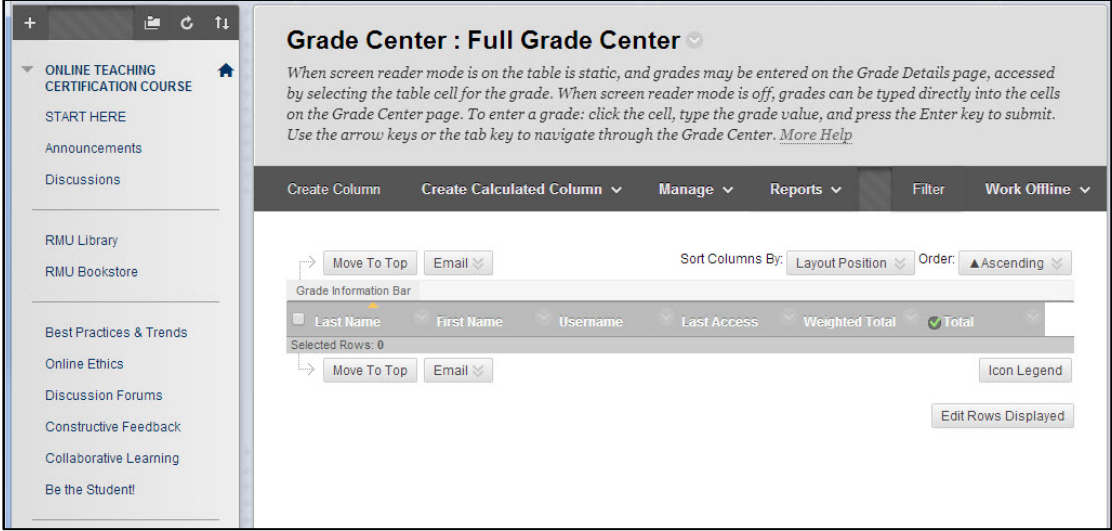
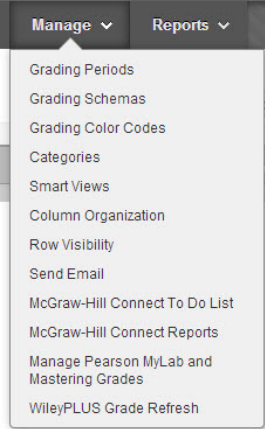


# Creating Grade Center Categories for Weighting

This is the first step in creating a weighted column in the Blackboard Grade Center. Blackboard provides standard categories that are automatically assigned as assessments are created. The included categories include assignment, blog, discussion, journal, survey, and test. Creating categories would be helpful for instructors who have multiple written assignments at a certain weight and have a final paper at a completely different weight. This document assumes that the instructor is logged in to Blackboard and in a course.

1.	From the <b>Control Panel</b> , click <b>Grade Center</b> . The <b>Grade Center</b> menu displays.
2.	From the <b>Grade Center</b> menu, click <b>Full Grade Center</b> .
	<p>The <b>Full Grade Center</b> displays.</p> 
3.	Hover the mouse over the <b>Manage</b> button.
	<p>The <b>Manage</b> menu displays.</p> 

4. From the **Manage** menu, click **Categories**.

The **Categories** page displays.

### 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

Title ▲	Description	Columns
Assignment		
Blog		
Discussion		
Journal		
Self and Peer		
Survey		
Test		

Displaying 1 to 7 of 7 items [Show All](#) [Edit Paging...](#)

5. Click the **Create Category** button.

The **Create Category** page displays.

### 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.

[Cancel](#) [Submit](#)

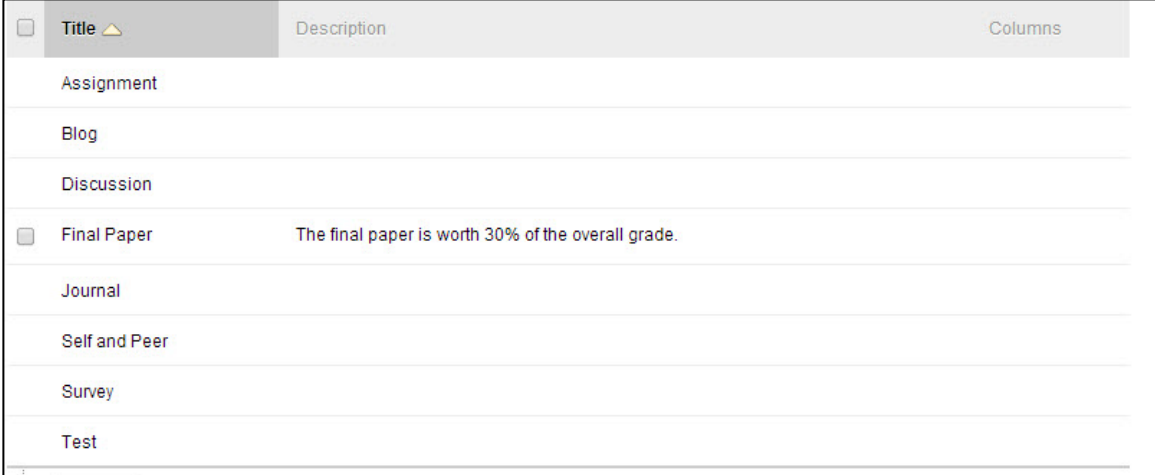
**CATEGORY INFORMATION**

\* Name

Description

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

[Cancel](#) [Submit](#)

6.	In the <b>Name</b> field, enter a name for the category.																											
7.	If desired, in the <b>Description</b> field, enter a description of the category.																											
8.	<p>Click the <b>Submit</b> button. The custom category is added to the list of existing categories.</p>  <p>The screenshot shows a table with three columns: 'Title', 'Description', and 'Columns'. The 'Title' column is currently empty. The 'Description' column contains the text 'The final paper is worth 30% of the overall grade.' The 'Columns' column is empty. The table lists several existing categories: Assignment, Blog, Discussion, Final Paper, Journal, Self and Peer, Survey, and Test. The 'Final Paper' entry is highlighted with a grey background, indicating it is the selected or newly added item.</p> <table border="1" data-bbox="277 401 1425 873"> <thead> <tr> <th data-bbox="277 401 553 457">Title</th> <th data-bbox="553 401 1235 457">Description</th> <th data-bbox="1235 401 1425 457">Columns</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 457 553 506">Assignment</td> <td data-bbox="553 457 1235 506"></td> <td data-bbox="1235 457 1425 506"></td> </tr> <tr> <td data-bbox="277 506 553 554">Blog</td> <td data-bbox="553 506 1235 554"></td> <td data-bbox="1235 506 1425 554"></td> </tr> <tr> <td data-bbox="277 554 553 602">Discussion</td> <td data-bbox="553 554 1235 602"></td> <td data-bbox="1235 554 1425 602"></td> </tr> <tr> <td data-bbox="277 602 553 651">Final Paper</td> <td data-bbox="553 602 1235 651">The final paper is worth 30% of the overall grade.</td> <td data-bbox="1235 602 1425 651"></td> </tr> <tr> <td data-bbox="277 651 553 699">Journal</td> <td data-bbox="553 651 1235 699"></td> <td data-bbox="1235 651 1425 699"></td> </tr> <tr> <td data-bbox="277 699 553 747">Self and Peer</td> <td data-bbox="553 699 1235 747"></td> <td data-bbox="1235 699 1425 747"></td> </tr> <tr> <td data-bbox="277 747 553 795">Survey</td> <td data-bbox="553 747 1235 795"></td> <td data-bbox="1235 747 1425 795"></td> </tr> <tr> <td data-bbox="277 795 553 844">Test</td> <td data-bbox="553 795 1235 844"></td> <td data-bbox="1235 795 1425 844"></td> </tr> </tbody> </table>	Title	Description	Columns	Assignment			Blog			Discussion			Final Paper	The final paper is worth 30% of the overall grade.		Journal			Self and Peer			Survey			Test		
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