

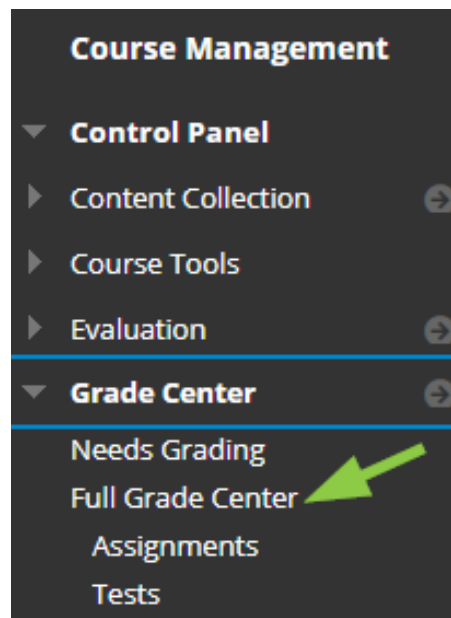
Creating and Managing Categories

Categories are used to organize your grade center and calculate weighted grades. Some items go automatically into categories:

- Online tests and quizzes go into the category "tests"
- Graded discussion forums go into "discussion"
- "Assignments" that are created and assigned through Blackboard go into the category "Assignments"
- There are also automatic categories for graded blogs, journals, self and peer editing.
- There is a Survey category, but this is not graded; it only keeps track of who has turned in the survey.

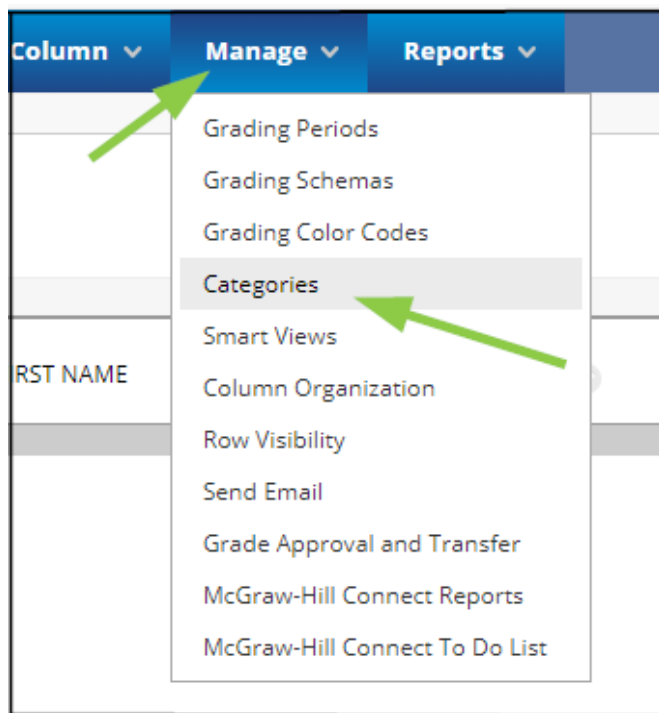
These may or may not match your grading scheme. For example - some of your online tests may be "quizzes" while others are midterm exams, unit exams, etc. Some of your discussion may count as "Participation" while others count in other categories. You can create as many categories as you need and place grade columns in the appropriate category.

Go to the grade center



In the Control Panel, expand "**Grade Center**" then click on "**Full Grade Center**".

Under "Manage" go to "Categories"



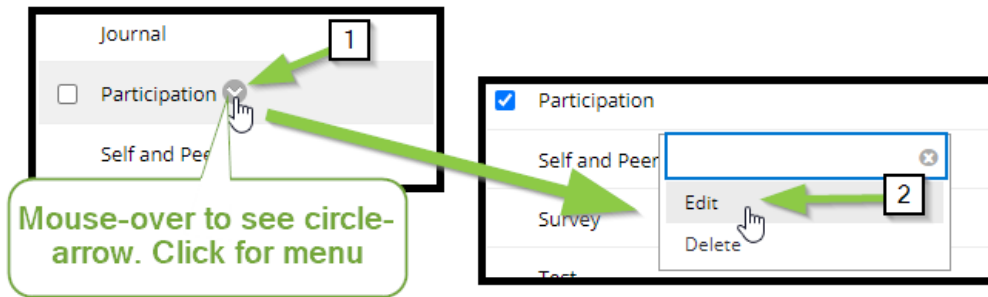
In the Grade Center, move your mouse over the Manage button and then click on "Categories".

Create the category you want

A screenshot of the 'Create Category' form. The form has a title 'Categories' and a subtitle 'A Grade Center Category is a classification of...'. Below the subtitle is a 'Create Category' button. The form is divided into sections: 'CATEGORY INFORMATION' and 'Description'. The 'CATEGORY INFORMATION' section has a required field for 'Name' with the value 'Participation'. The 'Description' section has a text area with the value 'Weekly participation in class discussion - 5 points possible each week'. Three numbered callouts (1, 2, 3) are present: 1 points to the 'Create Category' button, 2 points to the 'Name' field, and 3 points to the 'Description' text area.

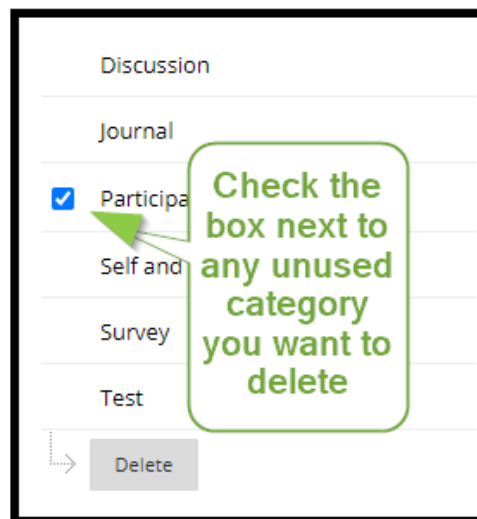
1. Click on the **Create Category** button
2. Give your category a name
3. Add a description if desired.
4. Click **Submit** in the bottom right corner of the page.

Edit a Category



You can edit or delete a category you have made by using the drop-down menu next to the category name. Note that the circle-arrow to the right of the category name will not appear until you move your mouse over the category name. (Default Categories will not have this menu.)

Delete unwanted categories

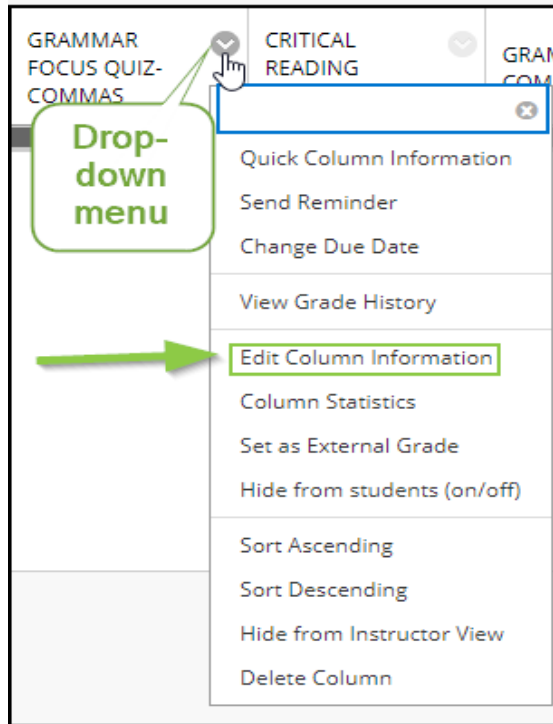


In the Grade Center, after you click on "Manage" and then "Categories, you may have noticed that you have all your categories listed. This includes pre-made categories as well as any you have created. You can simplify things by deleting unwanted Categories. (You cannot delete categories that are in use or those which are the automatic categories such as "test", "discussion", "assignment")

Simply check the box next to any unused category you want to delete, then click the delete button.

This screen is also a good place to quickly see which categories your items are already in.

Placing items in categories



To place an individual column in a category, click on the drop-down menu in the column header (the circle-arrow) then click Edit Column Information

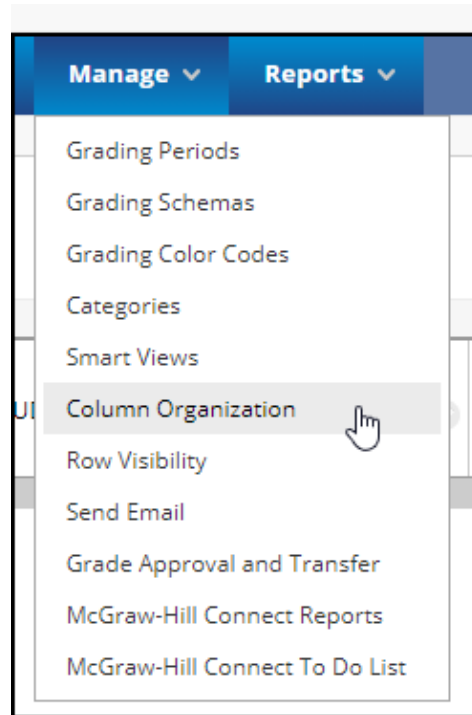
Assign a Category

The image shows a form with the following fields:

- Category:** A dropdown menu with 'Assignment' selected.
- * Points Possible:** An input field containing the number '20'.
- Associated Rubrics:** A section with a button labeled 'Add Rubric' and a small downward arrow.

Scroll down the page past name, description, and display. Choose a category for the grade column using the drop-down list.

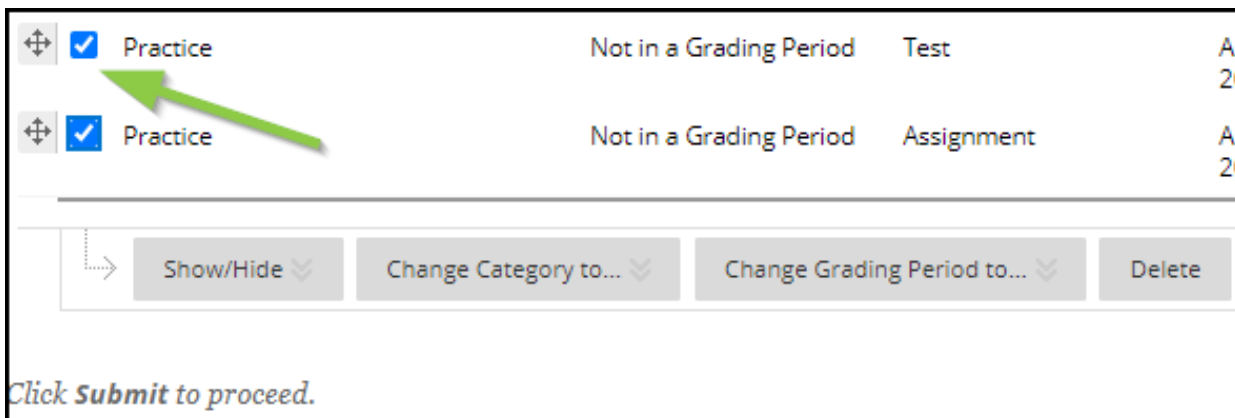
Change category for multiple items



You can change the category for multiple items at the same time.

- In the Full Grade Center, Go to Manage and Column Organization

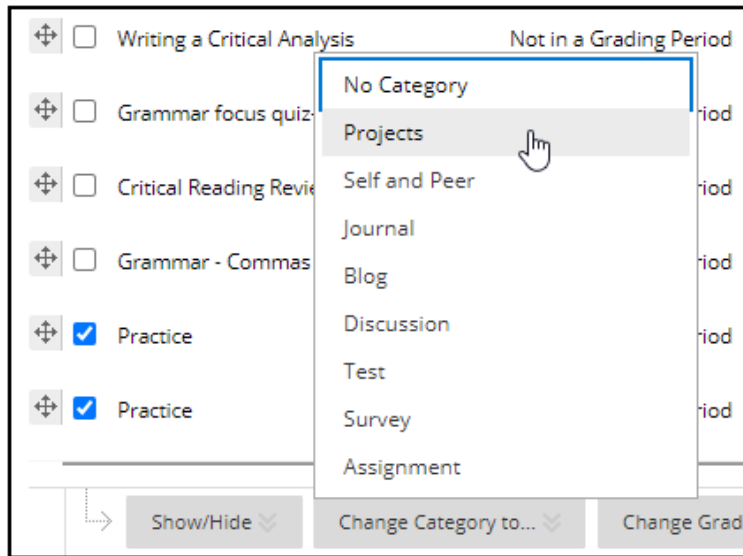
Check off the items you want to place in the same category



Check the box next to all the items you want to place in the same category

(Note - "Not in a Grading Period" is not a problem - Grading Periods can be used to manage your gradebook but are not required.)

Scroll to the top or bottom and look for the button "Change Category to ..."



1. Scroll to the top or bottom and find the button "Change Category to ..."
2. When you move your mouse over this button - you'll get a list of all the categories.
3. Click on the Category you wish to move your items into.

Next step: Weighted grades by category

Categories can be used to filter your grade book and make it easier to manage. Another useful feature of categories is that you can make a column to calculate a Weighted Total using categories. See the [PDF instructions](#) for creating a Weighted Total.