Creating Categories in the Grade Center

Using categories that you assign to columns is useful for sorting and viewing your Grade Center spreadsheet according to category. For example, by sorting columns by category, you can arrange the columns categorized as “assignment” adjacent to each other, and all columns categorized as “test” adjacent to each other.

Categories also allow you to calculate a subset of grades according to a particular category. And, you can use categories to have Blackboard determine the lowest grade for each student in a given category.

The default categories are Assignment, Blog, Journal, Self and Peer, Survey, Test, and Discussion. You can also create a custom category to suit your needs.

Creating a Custom Category

1. Enter the Grade Center (click Grade Center in the Control Panel area, then select Full Grade Center)
2. In the Grade Center, click the Manage button to see a menu.
3. Click Categories in the menu. The Categories screen will appear.
4. On the Categories screen, click the Create Category button.
5. Type a name for your category. Optionally, enter a description.
6. Click Submit.

Assigning a Category to a Column

1. Click the double down-arrows at the right end of a column header in the Grade Center to reveal a menu.
2. Click Edit Column Information in the menu to reveal the “Edit Column” screen.
3. Select a category from the “Category” drop-down list, which is near the bottom of Section 1
4. Click Submit.