

Creating Categories in the Grade Center



A **Grade Center Category** is a classification of a Grade Center column of a Course. For instance, "Homework," "Test," or "Quiz" are possible Categories that may have Grade Center columns associated with them.

Categories are helpful in organizing and utilizing the Grade Center. An Instructor may sort the Grade Center by a specific Category to compare how all the Students scored in the "Homework" Category, for example. Categories may also be used when creating Smart Views (a saved view of Grade Center data) comprised of a columns associated to specific Category or Categories.

Categories can integrate with Grade Center columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. Weighting means you are going place more emphasis on certain grade categories, such as exams and written work over others like Discussion Board posts or quizzes.

Default Grade Center Categories

The Grade Center contains default Categories that are created by the Grade Center columns that are created through the Blackboard Learning System. The default Categories are:

- Assignment
- Discussion
- Survey
- Test

Instructors can create their own Course Categories, such as Labs, Group Work, Quiz, and so on, through the Manage Categories page.

Creating New Categories

New Categories are created using the Manage Categories page. The Manage Categories page displays the default Categories and any other Categories that have been created. Each Category displays the Grade Center columns associated with that particular Category.

To create a new Category, follow these steps:

1. Click Manage in the Action Bar of the Grade Center.
2. Select Categories from the Action Link menu.
3. Click Create Category.
4. Enter a Name for the Category.
5. Enter a Description. The Description field can help differentiate Categories, and explain a Category's purpose.
6. Click Submit.

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Create Category

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* Indicates a required field.

CATEGORY INFORMATION

* Name

4

Description

5

Cancel

Submit

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