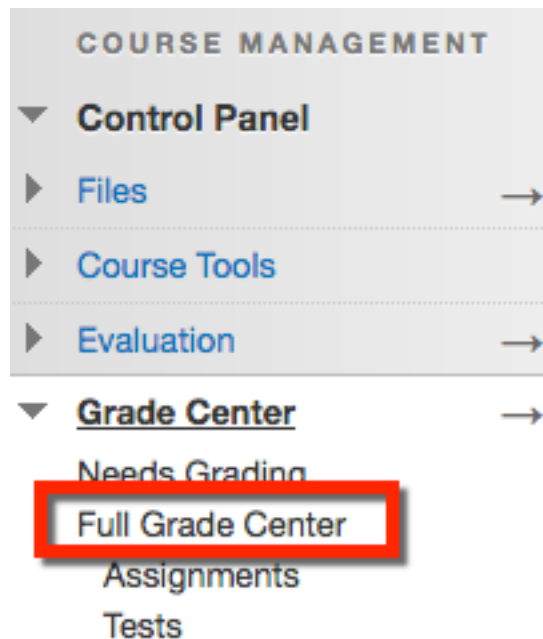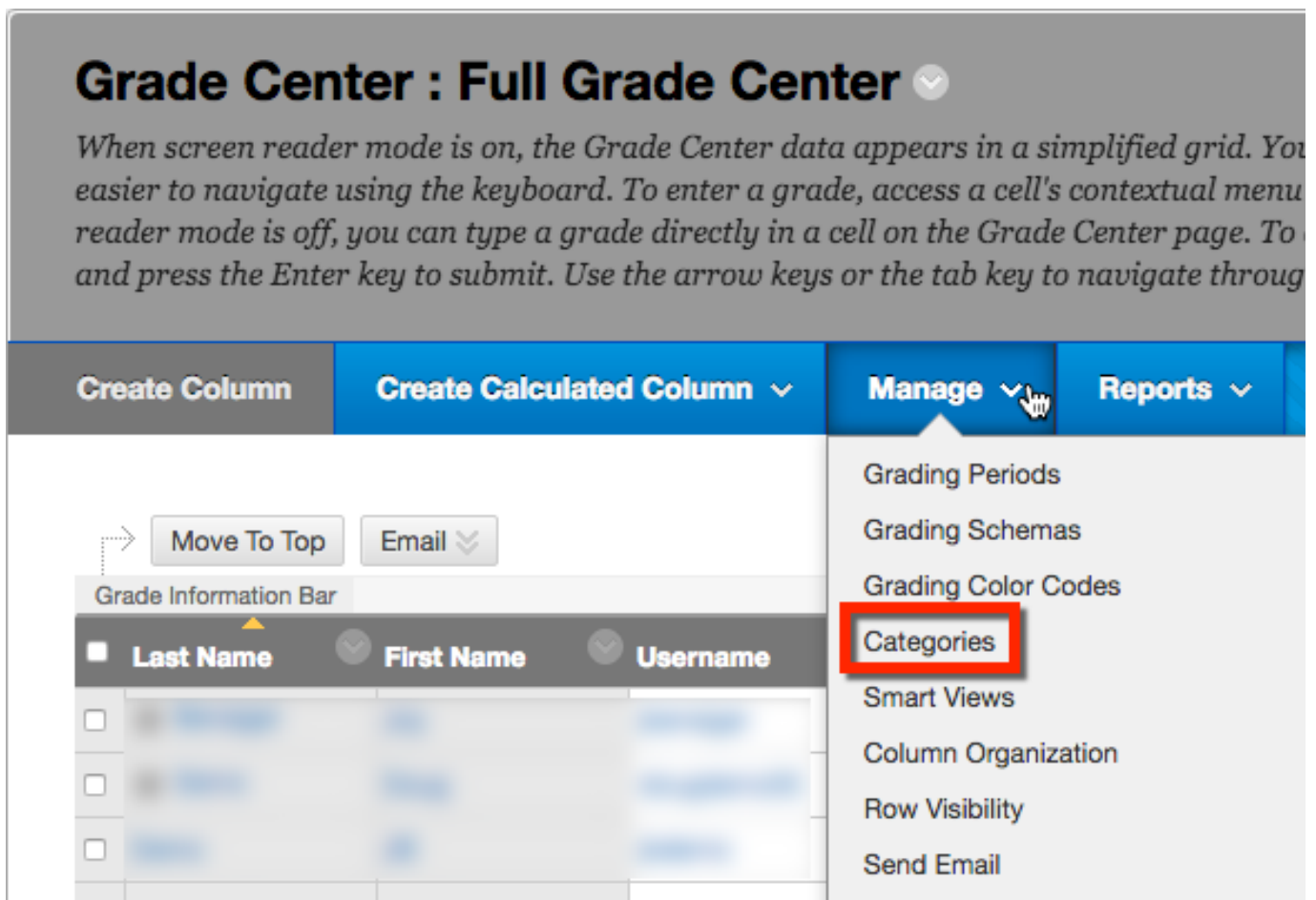# Creating Grade Center Categories

Enter a Blackboard course and select **Full Grade Center** under **Grade Center** in the **Control Panel**.

Hover over **Manage** to open the drop down menu. Select **Categories**.

Look at the categories that are already created before you create a new category. If there is not a category available that you wish to create, select **Create Category**.

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

Delete

	Title △	Description	Columns
☐			
	Assignment		
	Blog		

1. Create a name.
2. Click **Submit**.

Your newly created category will appear in the list of categories.

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   Test   **1**

Description

                                                                    2

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

                                                          Cancel   **Submit**

Proceed back to the Full Grade Center and select a column from the Create Calculated Column. For this example, we will use the Total Column. Our goal here is to create a total column for all the selected category.

Column Information:
Column Name: Create a column name. For this example, we will create a total column for tests.
Description: The description is optional.

COLUMN INFORMATION

✳ Column Name   `Test Total`

Grade Center Name   `[                    ]`

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

This is a total of all tests.

Select Columns:
Include in Total:
1. Select **Selected Columns and Categories**
2. **Categories to Select:** Select the category you recently created. This eliminates having to select all test columns. The included columns included will appear below the **Categories to Select** box.
3. Select the over arrow to move the category from the left **Categories to Select** box to **Selected Columns** box.
4. Make any adjustments to the category total, such as drop grades or use lowest/highest value to calculate.

Calculate as Running Total:
Select Yes to calculate all grades in this category to total. Select No to not calculate all grades in this category to total.

All other options you may leave default. Once you are finished, click **Submit**.

Calculate as Running Total   ● Yes ○ No

*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

Proceed to the Full Grade Center. The newly created category column will appear to the far right. You may have to scroll over depending on how many columns you have.

Grade Center : Full Grade Center ⌄

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center.* More Help

Create Column	Create Calculated Column ⌄	Manage ⌄	Reports ⌄		Filter	Work Offline ⌄

Move To Top   Email ⌄   Sort Columns By: Layout Position ⌄   Order: ▲Ascending ⌄

Grade Infor Total Grade | Possible: up to **50 (may vary by student)** | Test Total   Last Saved: August 30, 2016 9:56 AM

■ Last Name	First Name	Journal					Test Total
☐		--	--	--	--	--	--
☐		--	--	--	--	--	--
☐		--	--	--	--	--	--
☐ Farnsworth	Daniel	⚠					10
☐ Mandel	Barbara	--				--	--
☐ Runnings	Miles	--	--	--	--	--	--