

## Creating Categories

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### Overview

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. For example, an Average Grade Column is created to calculate statistics for all Columns that are in the "Homework" category. Gradable items added to the course that are categorized as "Homework" will automatically be included in the average calculation. For more information on creating these Grade Center columns, see [Calculating Grades](#).

Categories can also be used in the creation of a Report. An Instructor may create a printable Report that displays Statistics of performance for all of the columns in a certain Category. This information can be used by instructors to make decisions about instruction, planning, and assessment. For more information on Reports, see [Creating Reports](#).



**Note:** It is possible to assign columns to Categories through the Organize Grade Center page. For more information, see [Customizing the Grade Center](#).

### 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 **Add 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**.

Columns associated with a Category are listed on the Manage Categories page. To associate a column with a Category, see [Adding Grade Columns to the Grade Center](#).

 Tip	<b>Tip:</b> Grade Center items that are not assigned a Category upon creation are automatically assigned to "No Category". To avoid this event, create Categories before creating Grade Center Items. Having Grade Center Items associated with Categories is helpful when creating Smart Views. For more on Smart Views, see <a href="#">Creating Smart Views in the Grade Center</a> .
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### Modifying a Category


Default Categories cannot be modified. However, any Categories the user creates can be modified. To modify an existing Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Modify**.
4. Change the Category **Name** or **Description**.
5. Click **Submit**.

### Removing a Category

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Remove**.

 Note	<b>Note:</b> The Remove button will only appear for Categories that can be removed from the Grade Center.
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4. Click **Submit**.