



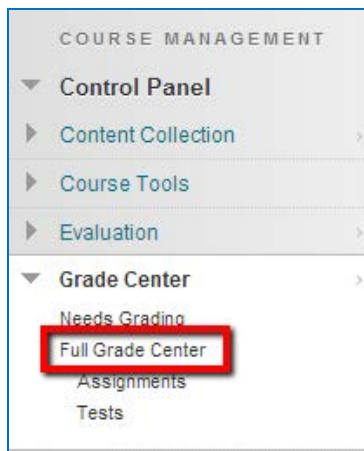
Creating Categories in Grade Center

Grade Center assigns Categories to columns based on what type of assessment the columns represent. Each new Assignment creates a column in the Assignment Category, graded Discussion forums in the Discussion Category, etc. Other built-in Categories include Blog, Journal, Self and Peer, Survey, Test, and Wiki.

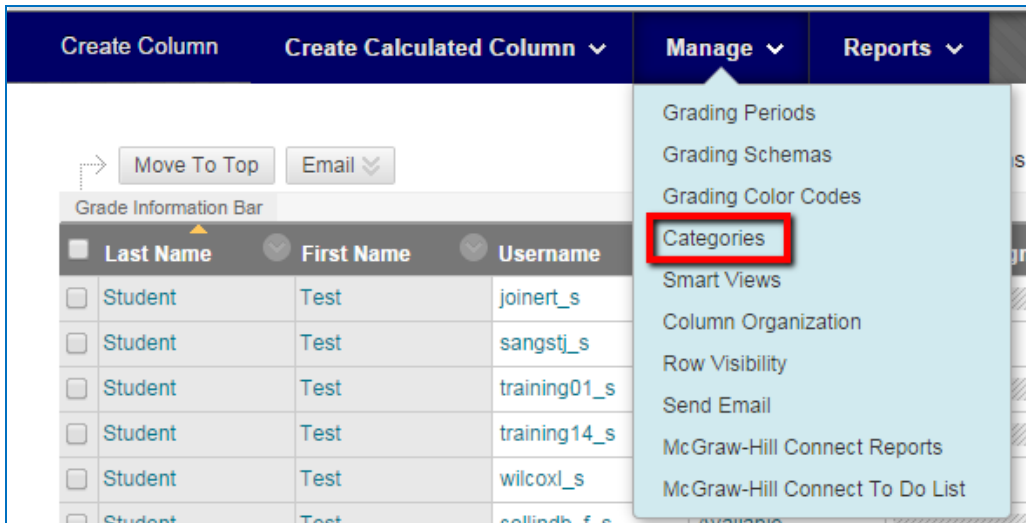
Blackboard at UST also provides a Category called Lab. Unlike the built-in Categories, this one can be deleted from a course. Instructors may also add custom Categories or modify an existing Category's name and description. Custom Categories are useful for assignments or projects that are difficult to turn in or grade via Blackboard, such as 3D models or live presentations.

Use Categories for calculated columns, such as a column that calculates the total or average of all assignments, or a weighted column that assigns weights to different categories: e.g., Tests 50%, Assignments 30%, Discussions 15%, and a live presentation 5%.

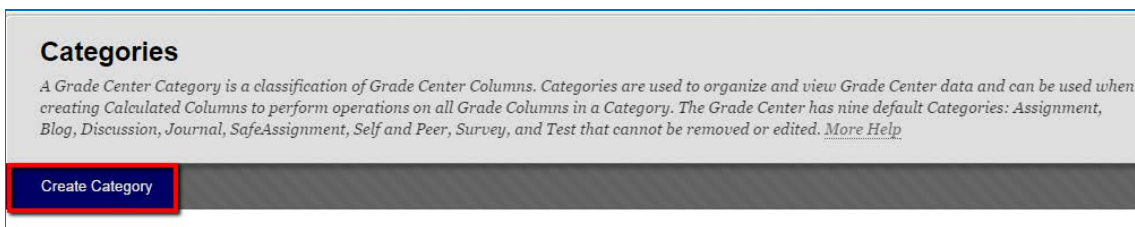
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Manage** button on the action bar of the Grade Center, and select **Categories** from the menu.



3. The Categories page opens, displaying the current list of Categories. Click the **Create Category** button on the action bar.



4. Type a Name (required) and a Description (optional) for the new Category.

The screenshot shows the 'CATEGORY INFORMATION' form. The 'Name' field is required and contains the text 'Drawings'. The 'Description' field is optional and contains the text 'Students turn in one original drawing each week.'.

5. Click **Submit** to save the new Category and return to the Categories page.



The new Category appears in the table on the Categories page. It has a check box to select in case you need to delete it.

Delete		
<input type="checkbox"/> Title ▲	Description	Columns
Assignment	Group Assignment,Photostory Introduction,Chapter 2 Group Assignment,Week 1 Biography,Ten-Minute Speech,Video Interview	
Blog	My Economics Blog	
Discussion	Discussion Question 1,Discussion Question 1,Discussion Question 1,Group 1,Pre-School Technological Literacy,New Hartford Schools, 2003	
<input type="checkbox"/> Drawings	Students turn in one original drawing each week.	
Journal	Weekly Journal,Reflections on Readings	
<input type="checkbox"/> Lab		
Self and Peer		
Survey	Survey Example,fdgfdg	
Test	Test Chapter 1,Training Test,Judicial Branch Test	
Wiki	Microfinance in India	
Delete		