Blackboard Grade Center uses Categories to help manage the columns in the Grade Center. When you create an Assignment in the Assignment tool, you have the option to specify a category for that assignment such as a Test, Quiz, Assignment, Discussion Board, or whatever. You can also create your own categories in the Grade Center and specify which column belongs to what category.

These user-created categories are also available elsewhere in Blackboard for helping manage your content. For instance, if your syllabus says that Quizzes are worth 30% of the grade, a Final Project is worth 20% of the grade, and Homework is worth 50% of the grade, you can create Quiz, Final Project, and Homework categories and use these as a basis for a Weighted Total column that takes each of these weights into account.

**CREATING A NEW CATEGORY**

To create a new Category in Blackboard Grade Center, follow these steps:

1. Select **Manage** in the Action Bar of the Grade Center.
2. Select **Categories** from the Action Link menu.
You will see something similar to the image below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>Test</td>
<td></td>
</tr>
<tr>
<td>Blog</td>
<td>Creative Writing</td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Assignment</td>
<td>Brave New World Essay</td>
<td></td>
</tr>
<tr>
<td>Self and Peer</td>
<td>Assignment 1 Reflection, Assessment-02, Assessment-02</td>
<td></td>
</tr>
<tr>
<td>Survey</td>
<td>Movie Interest Survey, Imported survey-01</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Title column lists all of the currently existing categories. Blackboard has a few pre-defined categories for standard course activities (Assignment, Discussion, Survey, and Test). The Description column allows you to have some descriptive text for your new categories (default categories do not have a description, but you can add one to your new categories if you like). The Columns column indicates which Grade Center columns are tied to each category.

3. Click **Create Category** in order to create a new category.

4. Type in a **Name** for your new category. You also have the option of typing in a **Description** of your category.

5. Click **Submit** when finished.

You will receive a confirmation message at the top of the Categories page indicating that your new category is available.
MODIFYING A CATEGORY

You can change the name of a category or its description. Unlike removing a category, you can modify a category even if it has Grade Center columns associated with that category. Follow the steps below:

1. Select **Manage** in the Action Bar of the Grade Center.

2. Select **Categories** from the Action Link menu.

3. Click the Action Link next to the category you want to modify.

4. Click **Edit** for that category.

5. Type in a new name for your category and/or alter the description text.
6. Click **Submit** when finished.

You will receive a confirmation message at the top of the Categories page indicating that your new category has been modified.

Success: Category modified.
DELETING A CATEGORY

If for some reason you need to delete a Category that you have created, follow the steps below. You can only delete user-created categories. The default categories in Blackboard (Assignment, Discussion, Survey, and Test) cannot be deleted.

**IMPORTANT:** You can only delete a category if there are no Grade Center columns tied to that category. If a Grade Center column is tied to a category, you will need to modify the Grade Center column first (assigning that column to a different category, for example), before you can delete the category.

1. Select Manage in the Action Bar of the Grade Center.

2. Select Categories from the Action Link menu.

3. Click the Action Link next to the category you want to delete.

4. Click Delete.

   - Delete will not be available for a category that has Grade Center columns associated with it.

   - Some categories (e.g. Assignments) inherent to Blackboard will have neither Edit nor Delete options available.
5. A pop-up window will appear asking you if you are sure you want to delete the category. Click **OK** if you are sure you want to continue. Deleting a category cannot be undone. You will have to create the category again if you make a mistake.

![Pop-up window](image.png)

**Delete this category? This action is final and cannot be undone.**

6. You will receive a confirmation message at the top of the Categories page indicating your category has been successfully deleted.

![Confirmation message](image.png)

**Success: Category deleted.**