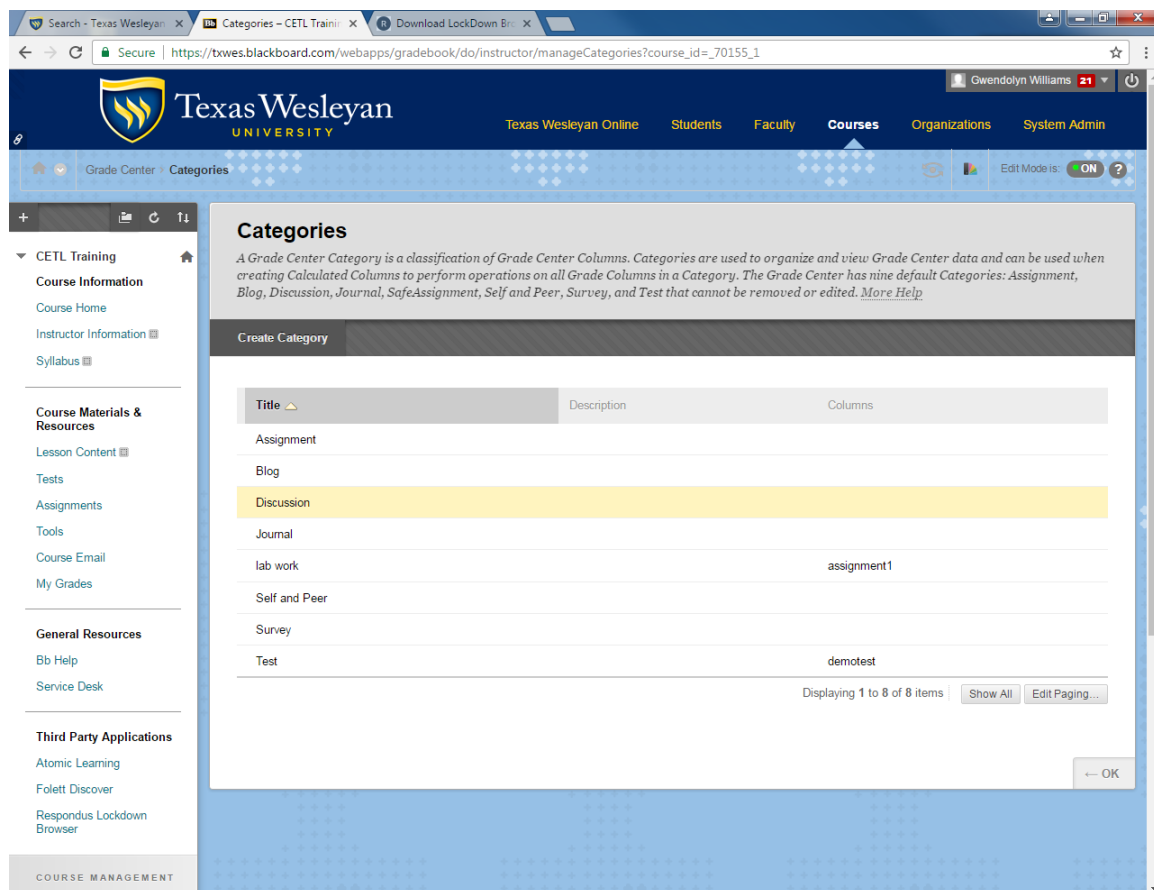


## Working with Grade Center

### Tagging or Placing assignments in different categories.

1. Within Grade Center.
2. Click on the arrow chevron to the right of the assignment
3. Choose Edit Column information.
4. Find the category dropdown (right above possible points), from the drop down choose the appropriate category.

If you return to manage categories throughout your semester, you can verify assignments are in the proper category.



The screenshot shows the Blackboard interface for managing Grade Center categories. The browser address bar indicates the URL: [https://twes.blackboard.com/webapps/gradebook/do/instructor/manageCategories?course\\_id=\\_70155\\_1](https://twes.blackboard.com/webapps/gradebook/do/instructor/manageCategories?course_id=_70155_1). The user is logged in as Gwendolyn Williams. The page title is "Categories".

A sidebar on the left contains navigation links for "CETL Training", "Course Information", "Course Materials & Resources", "General Resources", and "Third Party Applications".

The main content area is titled "Categories" and includes a description: "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](#)".

Below the description is a "Create Category" button and a table listing existing categories:

Title	Description	Columns
Assignment		
Blog		
Discussion		
Journal		
lab work		assignment1
Self and Peer		
Survey		
Test		demotest

At the bottom of the table, it says "Displaying 1 to 8 of 8 items" with "Show All" and "Edit Paging..." buttons. An "OK" button is located at the bottom right of the table area.