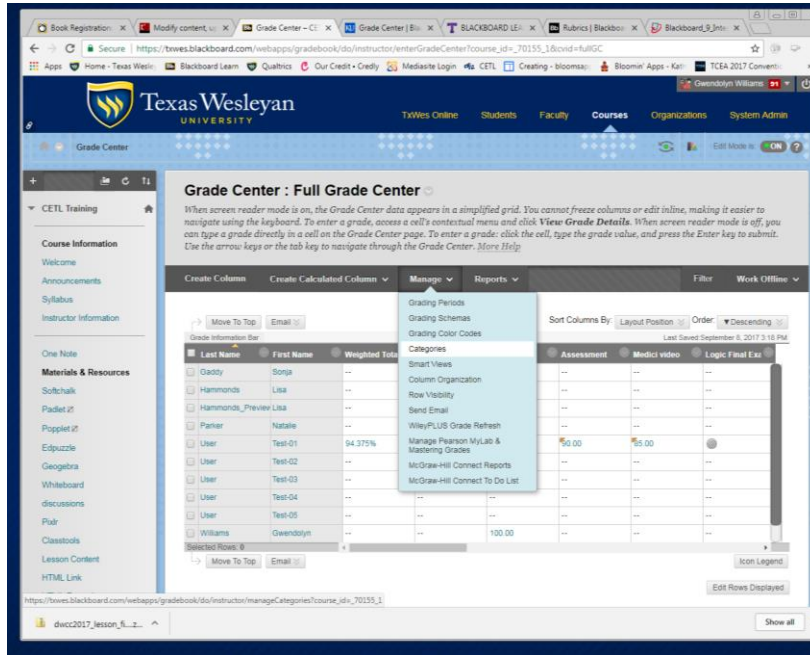


Setting up Categories

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. Choose **Manage/Categories**



The screenshot shows the Blackboard Grade Center interface for a course. The page title is "Grade Center : Full Grade Center". A "Manage" dropdown menu is open, and the "Categories" option is highlighted. The main content area displays a table of student grades with columns for "Last Name", "First Name", "Weighted Total", "Assessment", "Medics video", and "Logic Final Ex". The table lists several students, including Gaddy, Sonja; Hammonds, Lisa; Hammonds, Preview Lisa; Panter, Natalie; and Williams, Gwendolyn. The "Assessment" column shows scores for "Test-01" through "Test-05" and "Williams". The "Weighted Total" for Williams is 100.00. The interface also includes a sidebar with navigation options like "Course Information" and "Materials & Resources", and a top navigation bar with "Texas Wesleyan UNIVERSITY" and "Courses" menu.

Choose **Create Category**

Submit