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Categories

Overview

“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.”
(from BlackBoard)

An example of a Category is Assignments. All your assignments will belong to the Assignments Category. In addition to the default Categories, you can create as many Categories as you wish.

The Grade Center contains seven default Grade Center Categories:

- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
You can create additional **Categories** using the **Create Category** option.

Examples of commonly created categories:

- Quiz
- Labs
- Special Projects
- Wikis

**Create a New Category**

In this example, we are going to create a **Special Projects** category.

The **Special Projects** category will be one of the categories used in our **Weighted Total** grade.

1. In the **Control Panel**, expand **Grade Center**.
2. Select **Full Grade Center**.
**HINT**: You can hide the Main Course Panel for more work space by selecting the Hide arrow.
A **SpProj1** column was previously created using **Create Assessment / Assignment Tool**.

(To learn more about creating Assignment columns, see the **Adding Assignments** tutorial.)

**Note:** When any assignment, such as **SpProj1**, is created using the **Create Assessment / Assignment Tool**, a column is automatically created in the **Grade Center** and given the **Assignment** category designation.

As mentioned previously, we will create a new Category named **Special Projects**.
3. Scroll over **Manage**.

4. Select **Categories**.
Categories

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td></td>
<td>Assignment 1, Assignment 2, Assignment 3</td>
</tr>
<tr>
<td>Blog</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td></td>
<td>Color Coded</td>
</tr>
<tr>
<td>Journal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self and Peer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Category</td>
<td>for projects outside class</td>
<td>Special Project</td>
</tr>
<tr>
<td>Survey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Select **Create Category**.
6. Type the desired **Category Name**.
7. (Optional) Type a **Description** if desired.
8. Select **Submit**.
A **Special Projects** category has been successfully added.

1. Select **OK**
Assigning a Category to a Grade Column

We are now going to assign the **Special Projects** category to the **SpProj1** column.

1. Scroll over **Manage**.
2. Select **Column Organization**.
Notice that the **SpProj1** column has been given the default category of **Assignment**.
To place **SpProj1** in the desired **Category**, i.e., **Special Projects**,  
3. Select the check box next to the desired column.  
4. Scroll over **Change Category to**...  
5. Select **Special Projects**.
Notice that the **Category** for **SpProj1** is now **Special Projects**.

6. Select **Submit**.
# Weighing by Category

## Overview

Weighing by **Categories** allows us to add and delete items within a category and still have items within that category retain their correct weight. More importantly, it allows students to know at all times what their current class grade is.

In our example:

- We are going to use the **Weighted Categories** and the **Weighted Total** column to calculate the **Running Weighted Total** for all graded items.

- We will give the **Categories** used in the course these **Weights**: Assignments: 60%, Tests: 30%; Specials Projects: 10%. The total **Weight** will equal 100%.

## Set Up the Running Weighted Total Column

1. Scroll to locate the **Weighted Total** column.
2. Select the drop down menu next to **Weighted Total**.
3. Select **Edit Column Information**.
Scroll down to: 3. Select Columns.

We are now going to give our Categories their Weights.
Selecting Categories to Include

3. **Select Columns**

   Select the columns and categories to include in this weighted grade and then set the weight percentages.

   - Include in Weighted Grade
     - Columns to Select:
       - Assg1
       - Assg 2
       - SpProj1
       - T 1
       - Total
       - Assg 3
       - Color Coded
     - Categories to Select:
       - Special Projects
         - Assignment
       - Survey
       - Test
       - Discussion
       - Blog
       - Journal
       - Self and Peer

   - Selected Columns:
     - Enter the weight percentage for each item. Percentages should add up to 100 percent.
     - Total Weight: 0%

1. Select **Assignment** from **Categories to Select**.

2. Select the arrow (→) to move it to the **Selected Columns** section.
**NOTE**: To remove a column from **Selected Columns** select the red X remove button. You can select the Categories in any order.
**NOTE:** You can **drop** one or more of the lowest or highest grades by entering the number of high/low grades you wish to drop from the selected category, e.g., 1.
Assigning Categories their Weights

Select all desired **Categories** and assign their **Weights**.

1. Enter the assignment **Category’s Weight**, e.g., 60%.
2. Enter the Tests **Category’s Weight**, e.g., 30%.
3. Enter the Special Projects **Category’s Weight**, e.g., 10%.

**NOTE:** Be sure the **Total Weight** adds up to 100%.

4. Leave **Calculate as Running Total** set to **Yes**.
5. Select **Submit**.
NOTE: The terms **Running Total** and **Running Weighted Total** are synonymous.

As the semester progresses, the students can now always see their current class grade.