Grade Center Categories

Creating a new Category
1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Towards the top of the page, select Manage.
6. In the drop-down menu, select Categories.
7. Select Create Category.
8. Enter a Name for the Category.
9. At the bottom of the page, click Submit.

Deleting a Category
1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Towards the top of the page, select Manage.
6. In the drop-down menu, select Categories.
7. Click the check box next to the Category you wish to delete.
8. Select Delete.
9. Click OK to finish deleting the category.

Figure 1

Please Note: The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. These categories will be assigned to their corresponding graded tool.