Grade Center Categories

Creating a New Category
1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Enter the desired course
4. In the left hand menu, click Grade Center
5. Select Full Grade Center
6. On the bar in the middle, click Manage, then 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. Log in with your TU NetID and Password
3. Enter the desired course
4. In the left hand menu, click Grade Center
5. Select Full Grade Center
6. On the bar in the middle, click Manage, then Categories
7. Click the check box next to the Category you wish to delete
8. Select the Delete button
9. Click OK to finish deleting the category.

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