

## Grade Center Categories

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### 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.

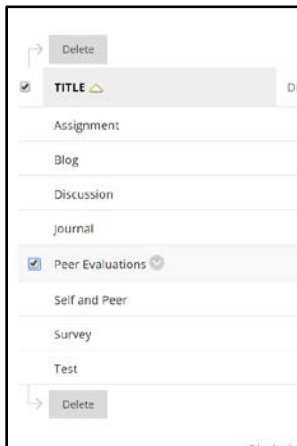


Figure 1

**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.