

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.