Categories are used to organize and view Grade Center information and are helpful when creating any kind of calculated column type such as weighted and total.

The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, Safe Assignment, Self and Peer, Survey, and Test that cannot be removed or edited.

**Caution & TIP:** At the beginning of every quarter review your course categories and clean up any duplicate, extra, or empty categories – this will help with keeping a clean Grade Center!

### Add Grade Center Categories

Blackboard 9 has very few categories, so you will most likely want to add your own categories.

1. From the *Control Panel* area, click on *Grade Center -> Full Grade Center*.

2. **Click** on the *Manage* button.

3. **Select Categories** from the list.

4. Click on the *Create Category* button.

5. Type in the name of the new category into the *Name* text box.

6. **Click** the *Submit* button.