This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Assigning Grade Categories

☐ **Step-by-step**

- In general, categories are useful for weighted columns, running grade reports and grade center views.
- To get started, make sure to be on the **Full Grade Center** page.
- **Locate** and **hover over** a column, such as the 'Participation' column created in **G03-Create a Gradable Column**. A gray, circular symbol with a downward pointing white arrow will appear, indicating that more options are available. **Click** it once and a popup menu will appear. Then, **click** **Edit Column Information**.

- The **Edit Column** page will appear. **Locate** the **Category** dropdown. **Click** the dropdown and **select** **Self and Peer**.

- **Click** the **Submit** button.