A Category is a classification of a Grade Center column. For example, “Test,” “Assignment,” “Discussion,” “Survey,” “Group Project,” and “Homework,” are possible Categories that could have Grade Center columns associated with them.

Categories can integrate with Grade Center calculated columns such as Weighted Grade Column, Total Points Column, or Average Grade Column. For example, you could weight your grades by category assigning 20% of the final grade to the category "Assignment". Or you may want to create an Average grade column to calculate statistics for all columns that are in the "Assignment" category. Gradable items that are categorized as "Assignment" will automatically be included in the average calculation.

Categories are useful when you want to drop grades. Use categories to drop the lowest (or highest) grade (or a number of grades) and then include the result in Grade Center calculations. Alternatively, you can use the highest (or lowest) grade in a category to include in Grade Center calculations.

Categories are helpful in organizing and utilizing the Grade Center. If you assigned columns to Categories you would be able to sort the Grade Center by a specific Category to compare how the students scored in the Category. You can use Categories with Smart Views in order to have only columns associated to specific Category or Categories shown in the Smart View.

### Creating Categories

1. To add a Category, go to the Control Panel and click on Grade Center to expand it, and then click on Full Grade Center.
2. Roll your mouse over **Manage** on the menu bar and select **Categories** from the drop down menu.

![Grade Center: Full Grade Center](image)

3. Click the **Create Category** button.

**Note:** Some categories are created by default. You will see those default categories in the list.

![Categories](image)
4. Enter a **Name** for the Category. Optionally, you can enter a description for the Category.

![Create Category](image)

5. Click on **Submit** when you are done. You will be returned to the Categories page. The Category you just created will be added to the list of Categories for your course.

![Submit](image)
1. To edit/delete a Category, go to Control Panel and click on Grade Center to expand it, and then click on Full Grade Center.

2. Roll your mouse over Manage on the menu bar and select Categories from the drop down menu.
3. Roll your mouse over the category you would like to like to edit or delete then click on the arrow to the right of the category name. Select the appropriate action from the shortcut menu.

NOTE: You can delete any Category you created as long as the category is not in use. Default categories cannot be deleted. Categories currently in use will not have the Delete option. Deleting a Category cannot be undone.
Each course is created with a few default categories. The instructions above explained how you can create additional categories. When working with categories you can:

- Assign new columns to a category when you are creating the column
- Change existing grade center columns to the new category

**To assign new columns to a category:**

1. When creating a grade column select the category from the pull down list.
Assign a new category to existing Grade Center column(s):

1. Roll your mouse over **Manage** on the menu bar and select **Column Organization** from the drop down menu.

2. On the Column Organization page, select the check box for the column(s) you want to change the category, then on the Action Bar, roll your mouse to **Change Category to...** and select the category from the drop-down list. Click **Submit** when done.