

Using Gradebook Categories

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You can use Gradebook categories to group different types of assessments. You can use the default categories or create new ones. Each category has an icon associated with it as a visual indicator for students. **Note:** You cannot customize category icons.

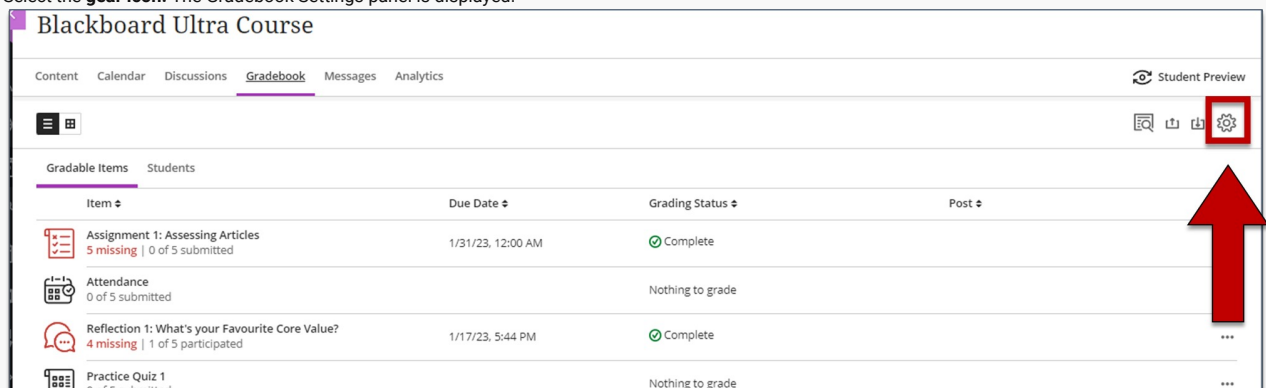
Default categories include:

- Group Work
- Journal
- Assignment
- Test
- Discussion
- Exam
- Homework
- Presentation
- Quiz

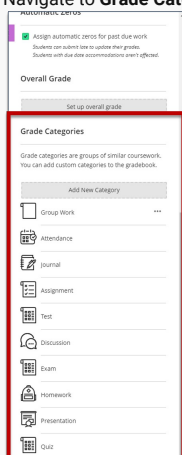
Accessing Gradebook Categories

To view, create, or delete existing Gradebook categories, complete the following tasks.

1. Select **Gradebook**.
2. Select the **gear icon**. The Gradebook Settings panel is displayed.

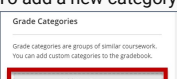


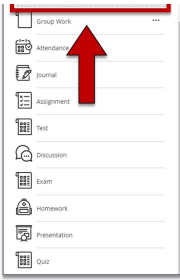
3. Navigate to **Grade Categories**.



4. Complete any of the following actions:

- To add a new category, select **Add New Category**, and then enter a new category name.





- To edit or delete a category, select the **ellipses** beside the category.

Note: Blackboard Ultra has default categories that can NOT be edited or deleted (no ellipse beside the category).



- a. Select **Edit**, or **Delete**.

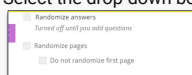


Changing an Assessment's Category

You can change the category of an existing assessment by completing these tasks.

1. Select the Assessment.
2. Select the **gear icon**. The Discussion Settings is displayed.

3. Select the drop-down box in **Grade category**.



Grading & Submissions

Grade category

Assessments allowed

Grading

Maximum points

100

4. Select a new Grade Category.
5. Select **Save**.

Using Gradebook Categories

Gradebook Categories are predominately used when setting up an overall grade or when dropping the lowest grade of a set of quizzes.

For the overall grade, you can specify a certain percentage of the total to apply to an entire category. For example, if there are five discussion posts each worth 2%, you could specify that the **Discussion Category** is worth 10%, instead of assigning 2% to each individual discussion board. This can be helpful if you have many smaller assessments.

You don't need to use Gradebook categories when calculating a final grade. Individual assessments can be given a weight independently of the category they belong to. For information about setting up your course's final grade, see [Setting Up the Overall Grade | Blackboard Ultra](#).

Another use is to **drop the lowest grade of a set of quizzes**. In this case, you will use the same category for the entire set of quizzes. When setting up the overall grade, you can select that a particular category drops the lowest grade.

See [Dropping the Lowest Quiz Grade](#) for more information.

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tags : assessing-learning, blackboard-ultra, gradebook-categories, ultra