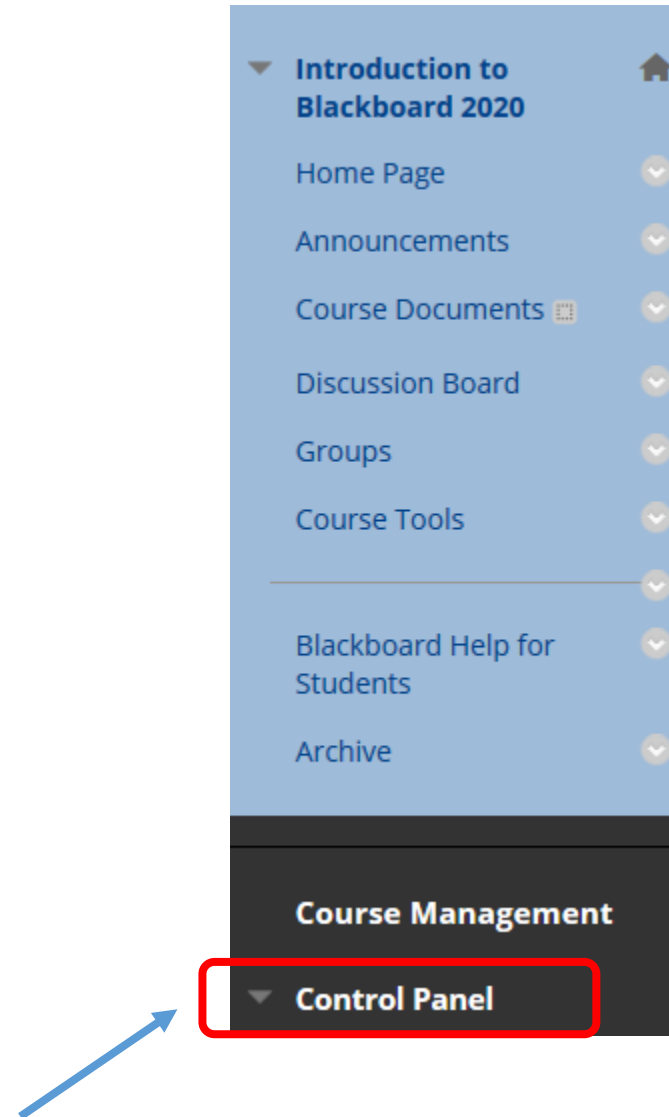


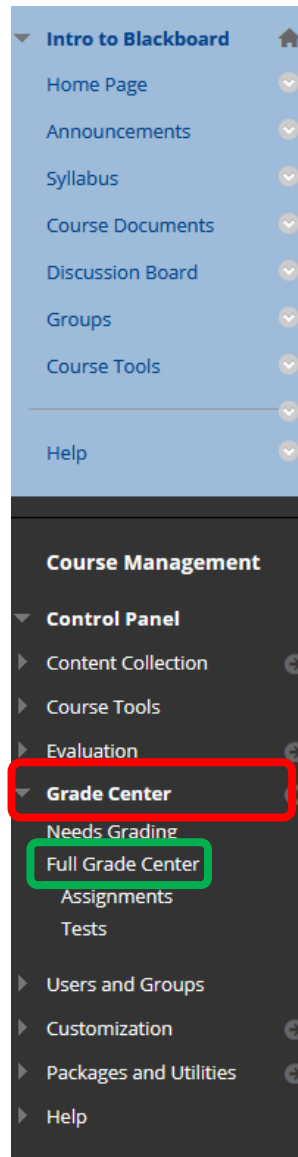


**How to Assign a Category to a
Column in the Grade Center
on Blackboard**

1. Log in to the Course on Blackboard. Click **Control Panel** to expand a list of options.

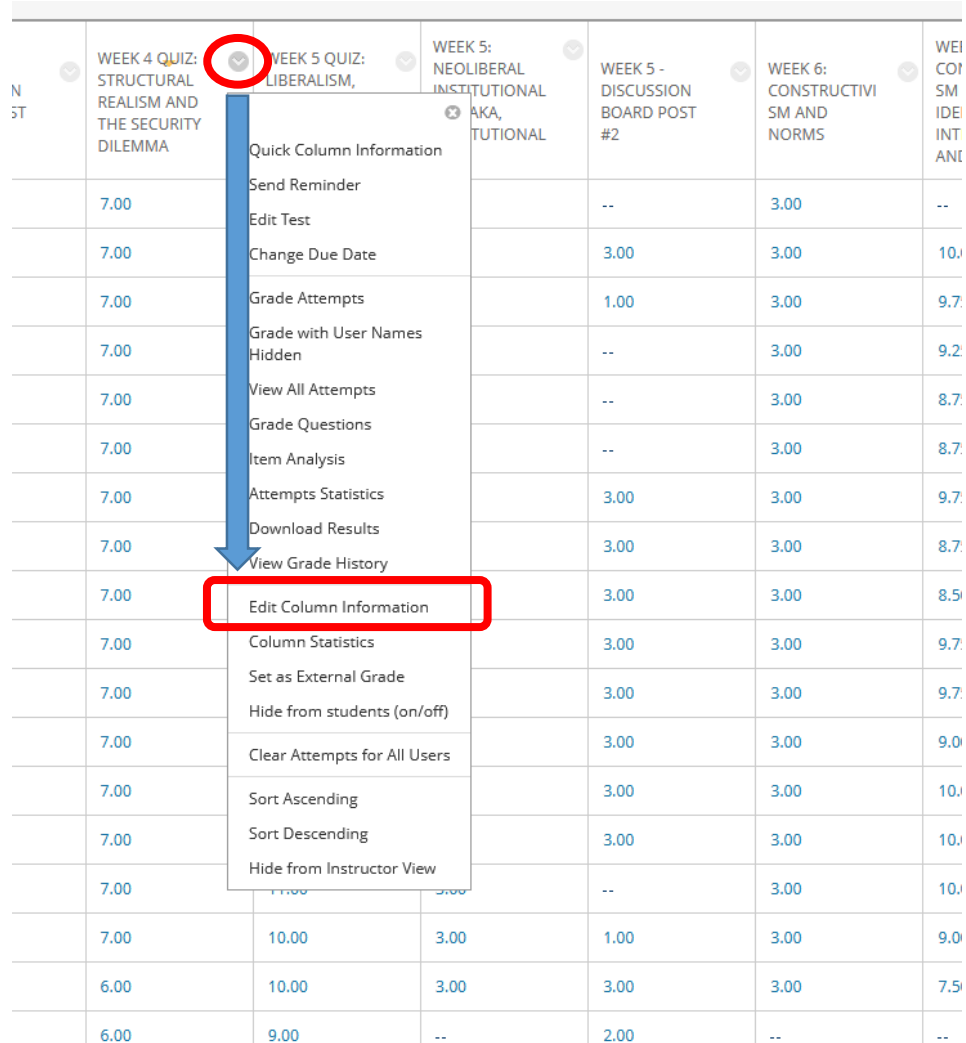


2. Click **Grade Center** to show a smaller list of options. On that list, click **Full Grade Center**.



3. Click the **small gray arrow** that appears to the right of the title of the column that you want to assign a category to. A list will appear.

On that list, click **“Edit Column Information”**, and on the next page you will see the option to assign a category.



TEST	WEEK 4 QUIZ: STRUCTURAL REALISM AND THE SECURITY DILEMMA	WEEK 5 QUIZ: LIBERALISM, INSTITUTIONAL	WEEK 5: NEOLIBERAL INSTITUTIONAL AKA, INSTITUTIONAL	WEEK 5 - DISCUSSION BOARD POST #2	WEEK 6: CONSTRUCTIVISM AND NORMS	WEEK 6: CONSTRUCTIVISM AND NORMS
	7.00			--	3.00	--
	7.00			3.00	3.00	10.00
	7.00			1.00	3.00	9.70
	7.00			--	3.00	9.20
	7.00			--	3.00	8.70
	7.00			--	3.00	8.70
	7.00			3.00	3.00	9.70
	7.00			3.00	3.00	8.70
	7.00			3.00	3.00	8.50
	7.00			3.00	3.00	9.70
	7.00			3.00	3.00	9.70
	7.00			3.00	3.00	9.00
	7.00			3.00	3.00	10.00
	7.00			3.00	3.00	10.00
	7.00			--	3.00	10.00
	7.00	10.00	3.00	1.00	3.00	9.00
	6.00	10.00	3.00	3.00	3.00	7.50
	6.00	9.00	--	2.00	--	--

4. Locate the **Category selection box**, marked in red below on the **left image**. **Click that selection** to show a list of all categories in your course. Then **click on the category you want to assign to this column**. Typically, this is done to assign a category within the Weighted Total Column's formula to a column so that this column's grades are factored into the Weighted Total Column's calculations.

Edit Column
Grade Columns represent any student effort that is measured. Columns for gradable items are

* Indicates a required field.

COLUMN INFORMATION

Item Name Week 4 Quiz: Structural Realism and the Security Di

Grade Center Name

Description

Path: p

Primary Display Score
Grades must be entered using the selected format. Gr

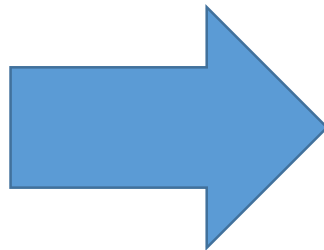
Secondary Display None
This display option is shown in the Grade Center only.

Score attempts using Last Graded Attempt

Category **Test**

* Points Possible 7

Manually override the calculated total
The total for this column is automatically calculated. Ij



Edit Column
Grade Columns represent any student effort that is measured. Columns for gradable items are

* Indicates a required field.

COLUMN INFORMATION

Item Name Week 4 Quiz: Structural Realism and the Security C

Grade Center Name

Description

Path: p

Primary Display

Secondary Display

Score attempts using

Category

* Points Possible 7

Manually override the calculated total
The total for this column is automatically calculated.

- No Category
- Final
- Midterm 1
- Blog
- Journal
- Self and Peer
- Assignment
- Survey
- Test
- Discussion
- Participation
- Weekly Quizzes**
- Midterm 2

5. Click **Submit** to finalize the assignment of the category.

You will have to assign a relevant category to **each column** whose grades you want included in the **Weighted Total Column**.

COLUMN INFORMATION

Item Name: Week 4 Quiz: Structural Realism and the Security Dilemma

Grade Center Name:

Description:

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table Border, Table Cell, Table Row, Table Column, Table Cell Background Color, Table Row Background Color, Table Column Background Color, Table Cell Background Color, Table Row Background Color, Table Column Background Color, HTML, CSS.

Path: p Words:0

Primary Display:
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display:
This display option is shown in the Grade Center only.

Score attempts using:

Category:

* Points Possible:

Manually override the calculated total
The total for this column is automatically calculated. If you wish to ignore the automatic total and specify a fixed total, check this box.

Click **Submit** to proceed.

Cancel

