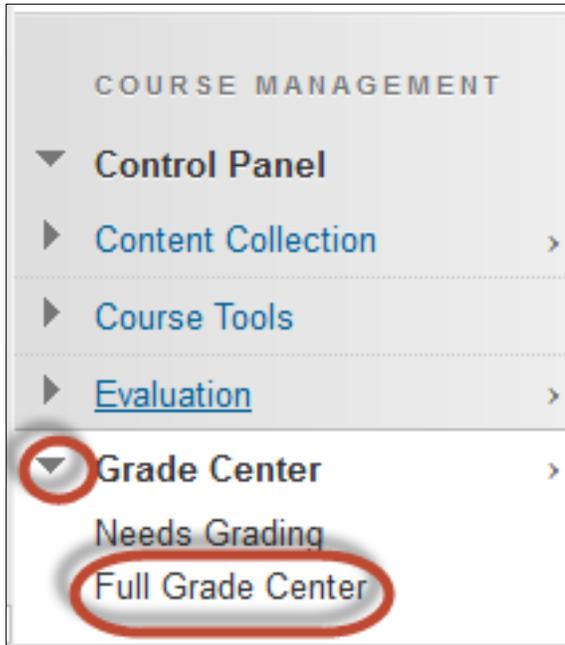


## FACE-TO-FACE COURSE: BUILD A GRADEBOOK FROM SCRATCH (PERCENTAGE-MODE)

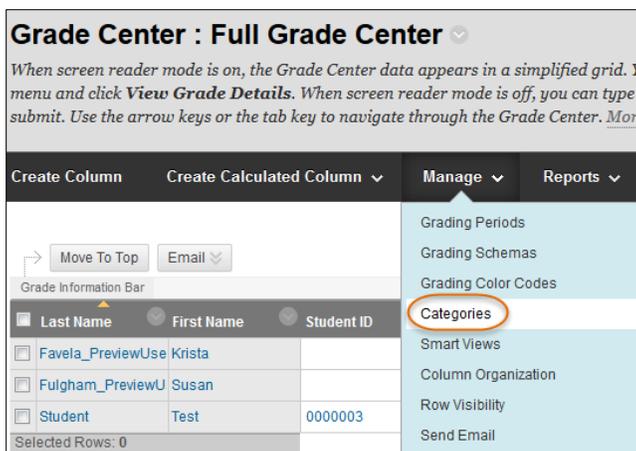
This document provides information on how to build a gradebook from scratch that does not include any assignments (dropboxes), tests, or graded discussions where students will turn in or submit these items within Blackboard.

1. In the **Control Panel**, select **Grade Center** and then click **Full Grade Center**.



### CREATE CATEGORIES

2. To create the categories, go to **Manage** on the action tool bar, and then select **Categories**.



Blackboard has several default categories which can be used or you can create your own categories. These default categories cannot be deleted from your course.

**Categories**  
*A Grade Center Category is a classification of Grade Center Columns. Columns in a Category. The Grade Center has nine default Categories:*

**Create Category**

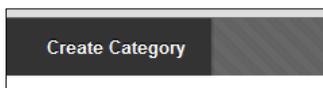
**Title** ▲

- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
- Test

Blackboard has created several default categories that can be used in setting up the Grade Center. These categories cannot be renamed or removed.

You can create your own custom categories using the "Create Category" button.

3. Click **Create Category**.



4. Type the name of the category in the **Name** field.

**Create Category**  
*Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose.*

\* Indicates a required field.

Cancel Submit

**CATEGORY INFORMATION**

\* Name Exam

Description

Click **Submit** to proceed. Click **Cancel** to go back.

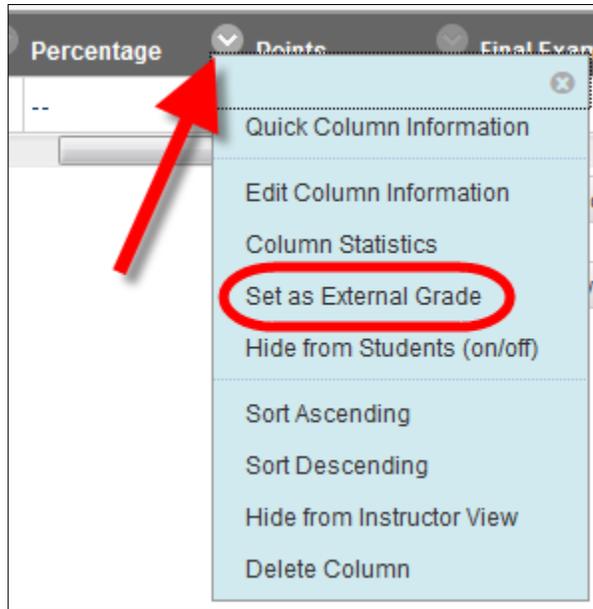
Cancel Submit

5. Click **Submit**.



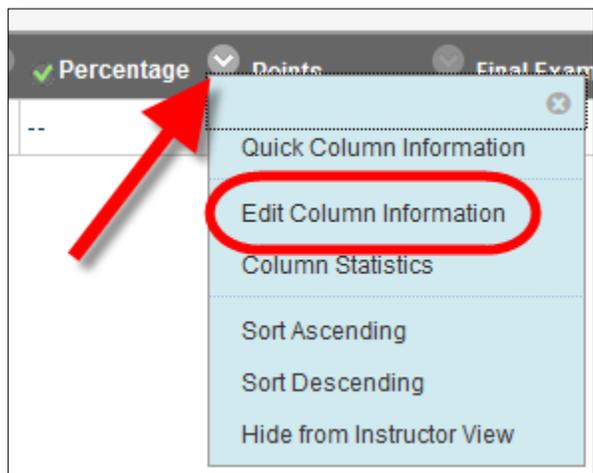
## SETTING UP THE "FINAL" GRADE (EXTERNAL GRADE)

10. On the **Percentage** column, click the contextual drop down menu to the **RIGHT** of the title, and select **Set as External Grade**.



This signals the system and your students where your final grade is located.

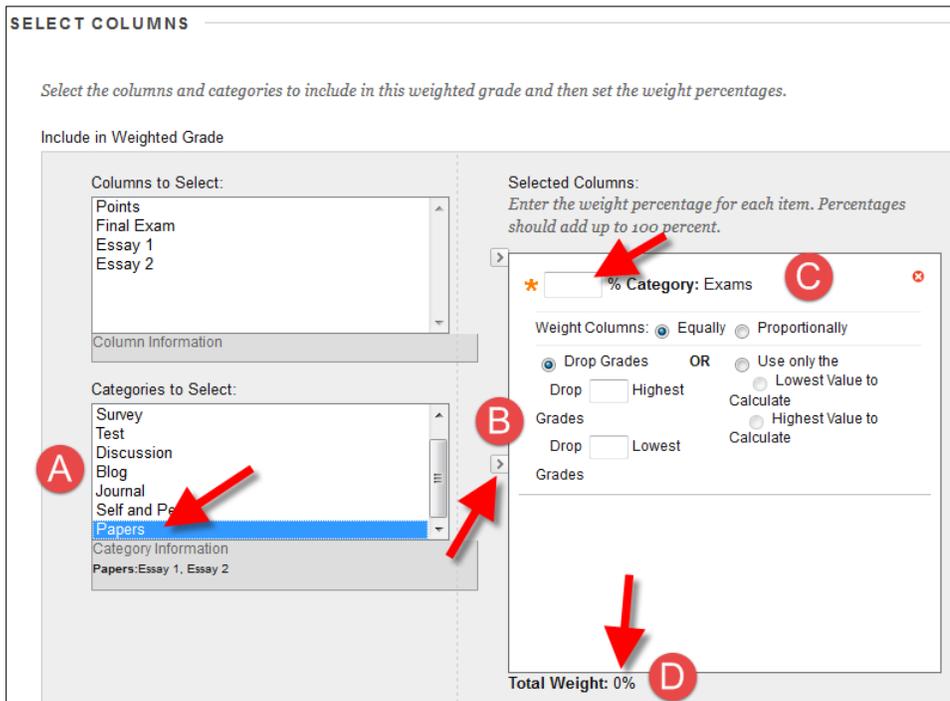
11. Again, on the **Percentage** column, click the contextual drop down menu to the **RIGHT** of the title, and select **Edit Column Information**.



12. You may want to rename the **Column Name** to a more recognizable name for your students. For example, “**Overall Grade**”



13. Scroll down to the “Select Columns” section.



- Select each of the Custom Categories, one at a time, in the categories area.
  - Click the middle arrow button, to the right of the Categories to Select area, to move the category into the Selected Columns box.
  - Type in the appropriate weight for the category in the weight text box.
  - Total Weight should equal 100 points.
14. Click **Submit** to save changes.

