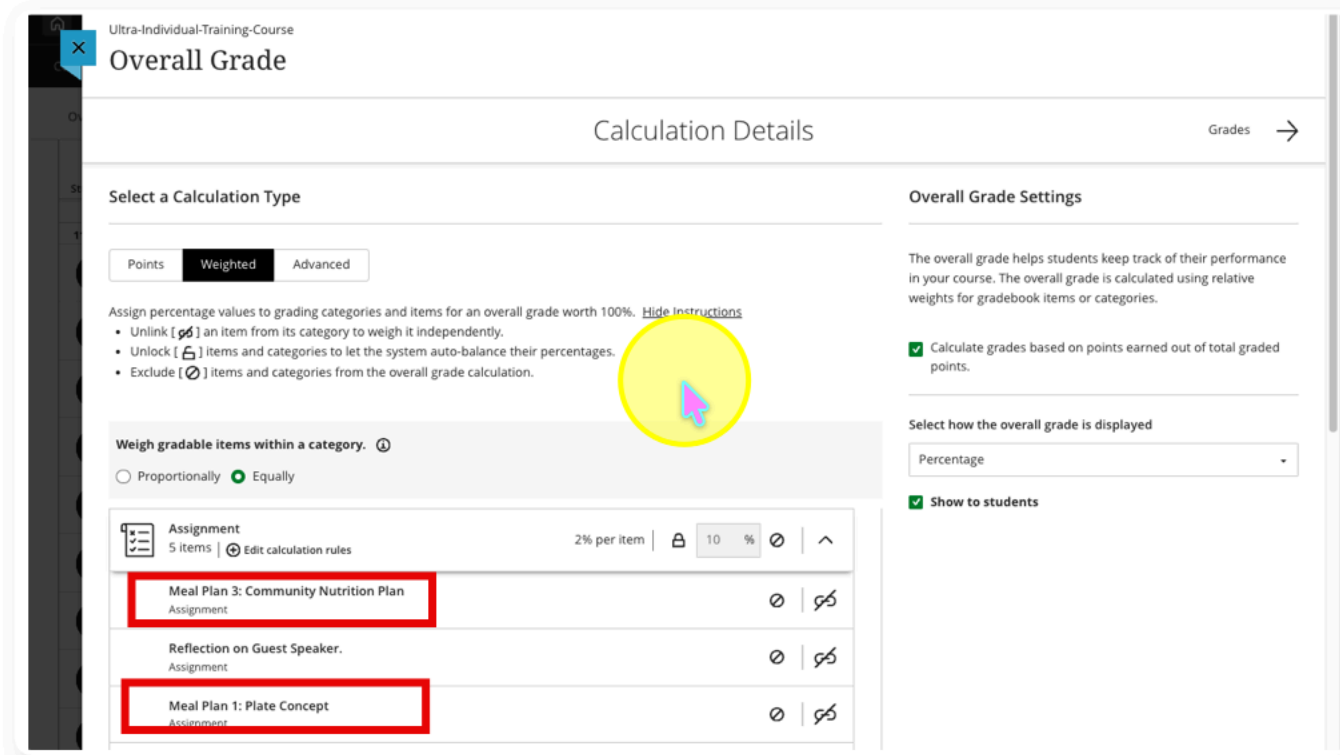
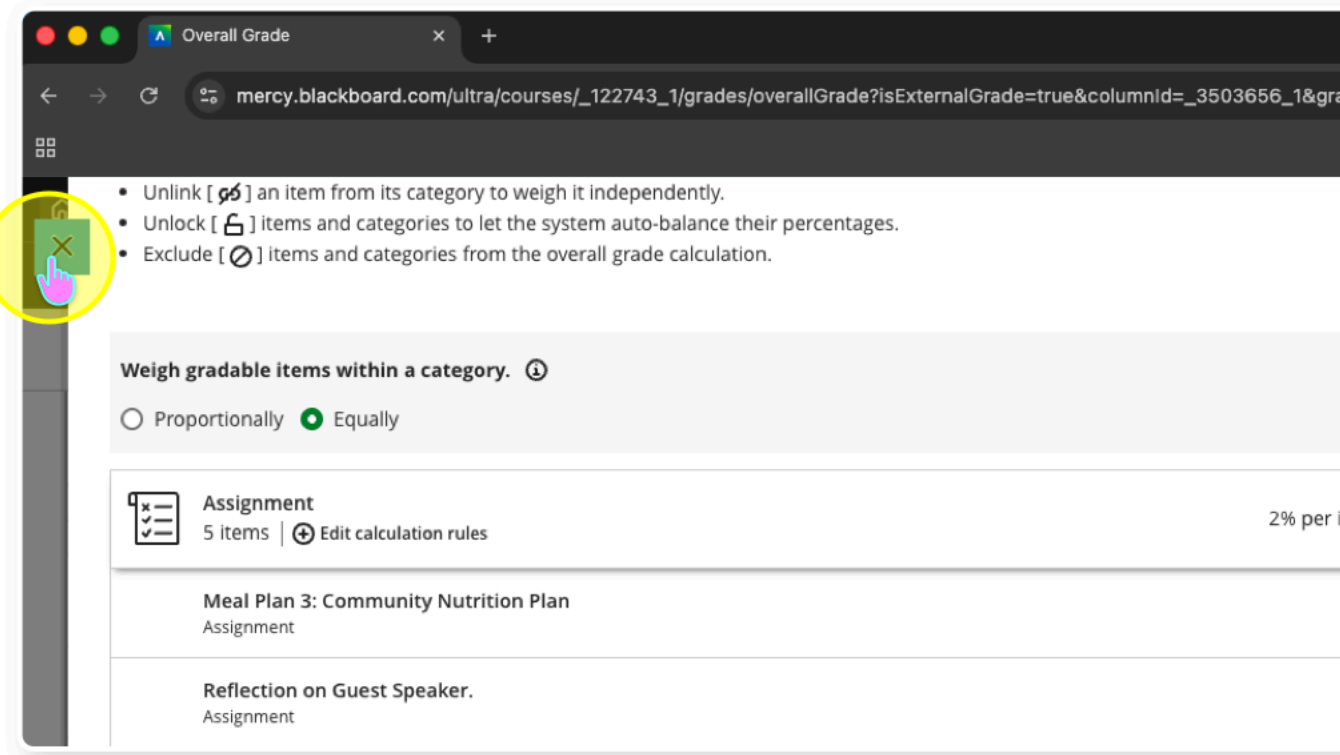


How to Adjust an Items Category

1 In your overall grade, if you may notice items are in the wrong category.



2 If you do, close out of the overall grade.



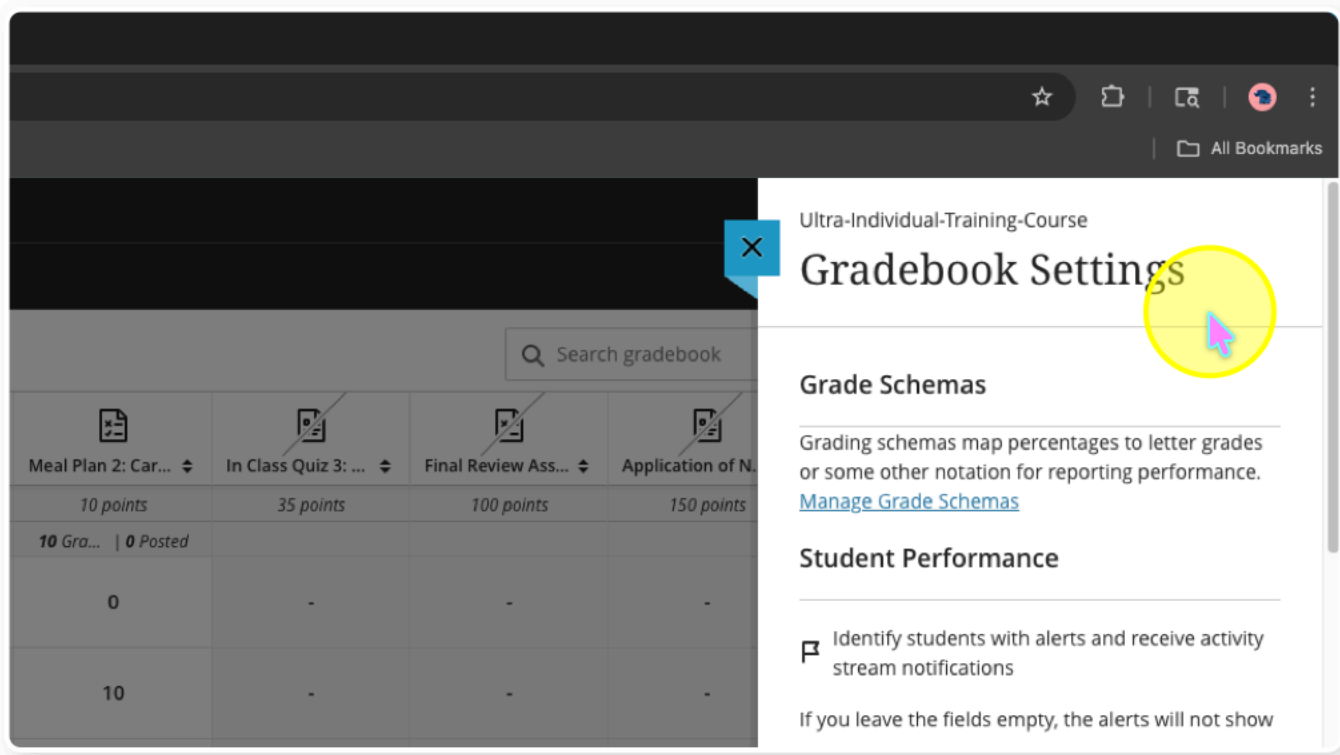
3 In the grades tab, locate the grade book settings (gear icon) in the top right corner

Students	Overall Grade	Start Here Ackn...	In Class Quiz 1	In Class Quiz 2	Meal Plan 1: Plat...	Meal Plan 2: Car...	In Class Quiz 3: ...	Final Review Ass...
11 Students	10 items	Non-gradable item	50 points	100 points	100 points	10 points	35 points	100 points
Amelia Luckey_Pre...	66.66%	-	-	-	100 Posted	0	-	-
Wednesday Addams	90.5%	-	-	-	-	10	-	-
Captain America	100%	-	-	-	-	10	-	-
George Bailey	50%	-	-	-	-	5	-	-
Rocky Balboa	100%	-	-	-	-	10	-	-
Patrick Bateman	100%	-	-	-	-	10	-	-
Doc Brown	80%	-	-	-	-	8	-	-
Ferris Bueller	100%	-	-	-	-	10	-	-

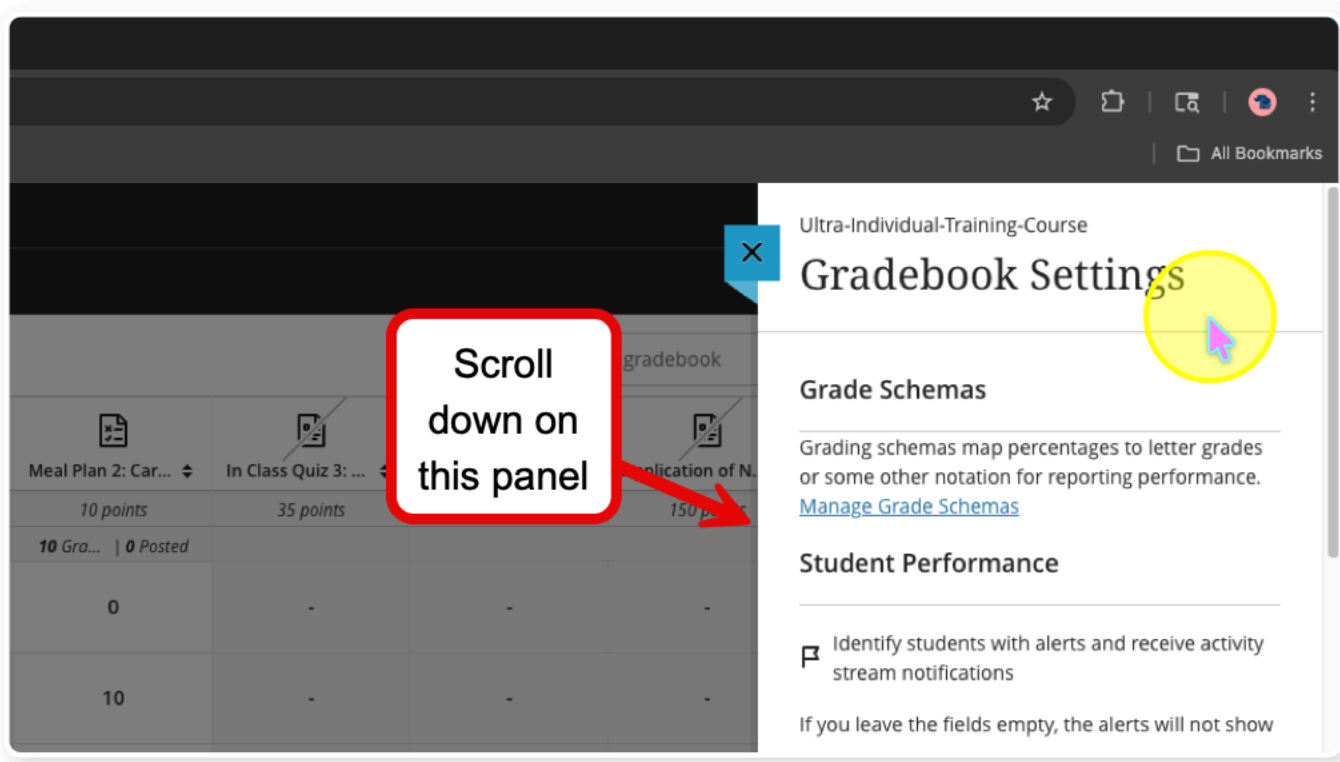
4 Click on the gear icon

Meal Plan 2: Car...	In Class Quiz 3: ...	Final Review Ass...	Application of N...	Reflection on Gu...	Analyzing the I...	Meal
10 points	35 points	100 points	150 points	10 points	100 points	
10 Gra... 0 Posted				1 Graded 1 Posted	1 Graded 0 Posted	
0	-	-	-	10 Posted	New Submission	
10	-	-	-	-	81	

5 The panel "Gradebook Settings" will appear



6 Scroll down on this panel until you see "Item Management"



7 Stop scroll when you see "Item Management"

The screenshot shows a gradebook interface. On the left is a table with columns for different items and their point values. On the right is a sidebar with several sections: 'Overall Grade', 'Students Visibility', 'Item Management', and 'Grade Categories'. The 'Item Management' section is highlighted with a red box, and a yellow circle with a mouse cursor points to the 'Manage gradebook items' link within it.

Meal Plan 2: Car...	In Class Quiz 3: ...	Final Review Ass...	Application of N...
10 points	35 points	100 points	150 points
10 Gra... 0 Posted			
0	-	-	-
10	-	-	-
10	-	-	-
5	-	-	-
10	-	-	-
10	-	-	-

Overall Grade
[Manage overall grade settings](#)

Students Visibility
 Hide students in the gradebook who no longer have access to the course.

Item Management
[Manage gradebook items](#)

Grade Categories
 Grade categories are groups of similar coursework. You can add custom categories to the gradebook.
[Add New Category](#)

8 Click on "Manage gradebook items"

This screenshot is identical to the previous one, but the mouse cursor is now clicking on the 'Manage gradebook items' link in the 'Item Management' section. The 'Add New Category' button is now visible at the bottom of the sidebar.

[Manage overall grade settings](#)

Students Visibility
 Hide students in the gradebook who no longer have access to the course.

Item Management
[Manage gradebook items](#)

Grade Categories
 Grade categories are groups of similar coursework. You can add custom categories to the gradebook.
[Add New Category](#)

No Category

9 This page will allow you to change multiple items into the same category.

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden

<input type="checkbox"/>	Item	Category	Due Date
<input type="checkbox"/>	Overall Grade	No Category	—
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 1
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 1
<input type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11

10 On this page, locate the first item whose category you want to change

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden

<input type="checkbox"/>	Item	Category	Due Date
<input type="checkbox"/>	Overall Grade	No Category	—
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 1
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 1
<input type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11

11 Click the box to the left of the item

<input type="checkbox"/>	Overall Grade	No Category
<input type="checkbox"/>	Start Here Acknowledgement Form	Form
<input type="checkbox"/>	In Class Quiz 1	Quiz
<input type="checkbox"/>	In Class Quiz 2	Quiz
<input checked="" type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment
<input type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Assignment
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz
<input type="checkbox"/>	Final Review Assignment: Using Nutritio...	Assignment
<input type="checkbox"/>	Application of Nutrition Final Exam: Desi...	Test

12 It should look like this

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden - 1 selected Edit Category Edit Visibility

<input type="checkbox"/>	Item	Category	Due Date	Student visibility	Instructor visibility
<input type="checkbox"/>	Overall Grade	No Category	—	Visible	<input type="checkbox"/>
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 11:59 PM	Release condition	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Assignment	10/4/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz	10/18/26, 11:59 PM	Hidden	<input checked="" type="checkbox"/>

13 It should look like this

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden - 1 selected Edit Category Edit Visibility

<input type="checkbox"/>	Item	Category	Due Date	Student visibility	Instructor visibility
<input type="checkbox"/>	Overall Grade	No Category	—	Visible	<input type="checkbox"/>
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 11:59 PM	Release condition	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Assignment	10/4/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz	10/18/26, 11:59 PM	Hidden	<input checked="" type="checkbox"/>

14 Repeat that for the next item that should be in the same category as the first item you clicked

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden - 2 selected Edit Category Edit Visibility

<input type="checkbox"/>	Item	Category	Due Date	Student visibility	Instructor visibility	
<input type="checkbox"/>	Overall Grade	No Category	—	Visible	<input type="checkbox"/>	
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 11:59 PM	Release condition	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input checked="" type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input checked="" type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Assignment	10/4/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz	10/18/26, 11:59 PM	Hidden	<input checked="" type="checkbox"/>	...

15 Once you have all the items go to the top right corner and look for “Edit Category”

Ultra-Individual-Training-Course

Item Management

Manage gradebook items in this course.

Search item 0 of 12 items hidden - 2 selected

Edit Category Edit Visibility

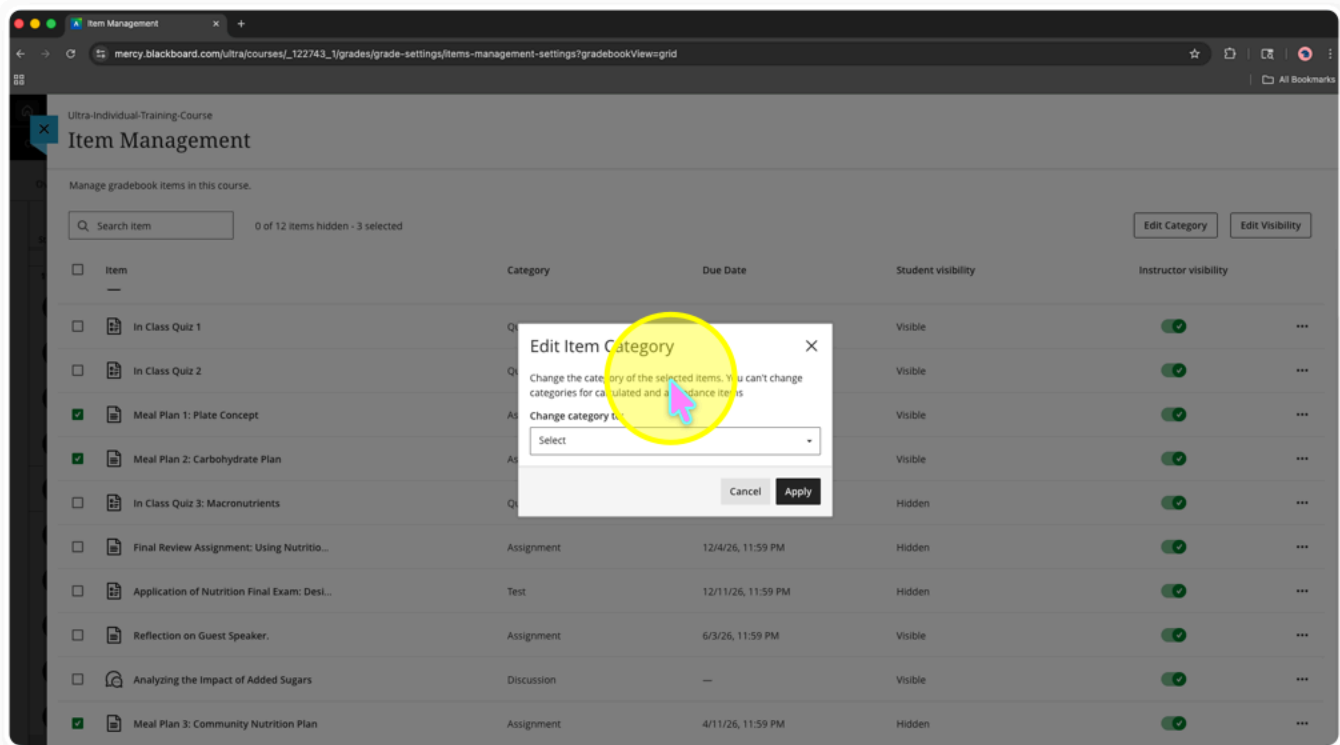
<input type="checkbox"/>	Item	Category	Due Date	Student visibility	Instructor visibility	
<input type="checkbox"/>	Overall Grade	No Category	—	Visible	<input type="checkbox"/>	
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29/26, 11:59 PM	Release condition	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input checked="" type="checkbox"/>	Meal Plan 1: Plate Concept	Assignment	6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input checked="" type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Assignment	10/4/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz	10/18/26, 11:59 PM	Hidden	<input checked="" type="checkbox"/>	...

16 Click “Edit Category”

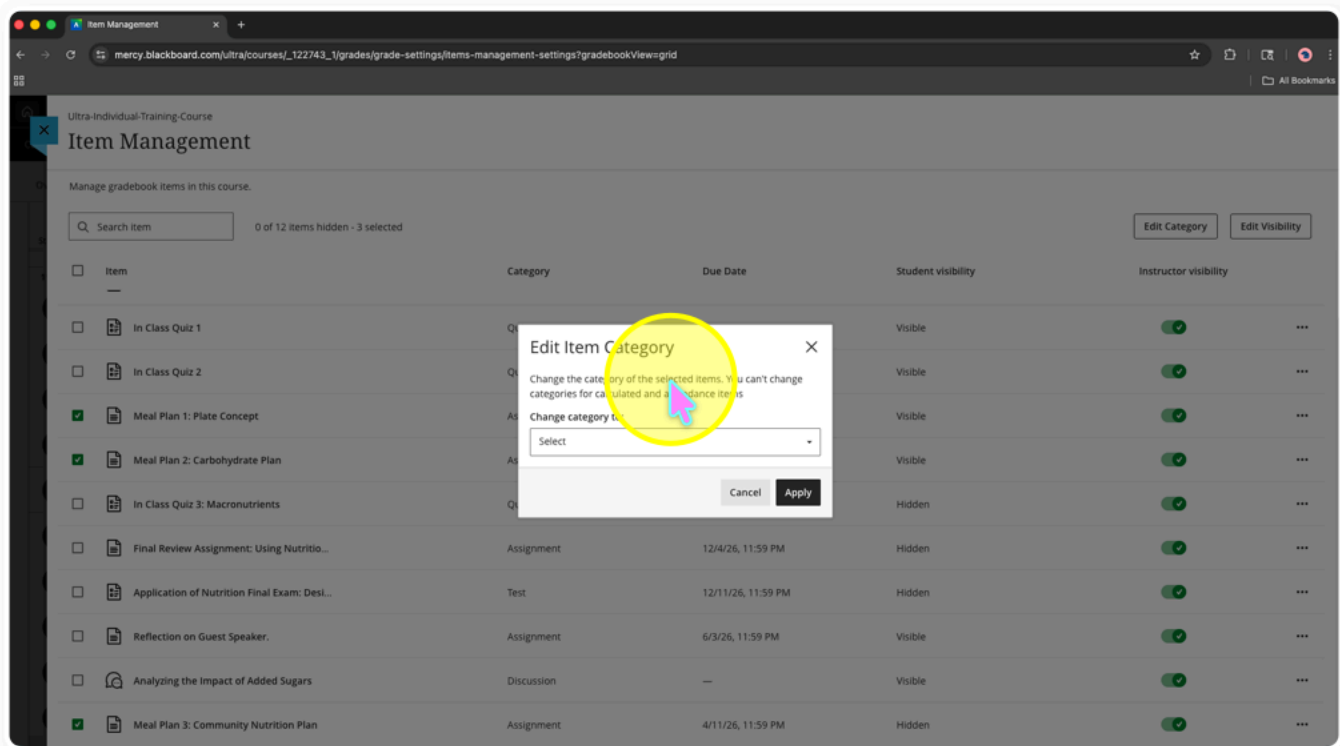
Edit Category Edit Visibility

Due Date	Student visibility	Instructor visibility	
6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
6/12/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...
6/5/26, 11:59 PM	Visible	<input checked="" type="checkbox"/>	...

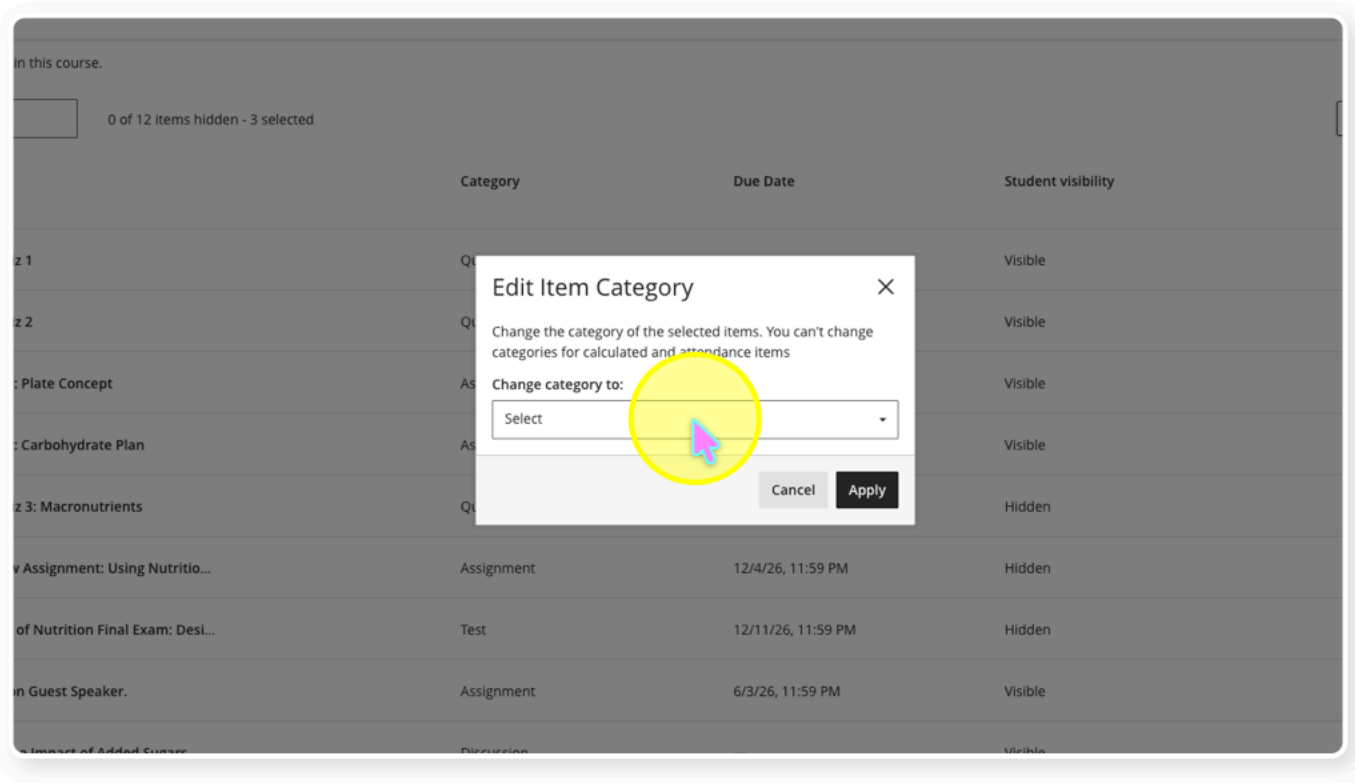
17 A pop-up window will appear.



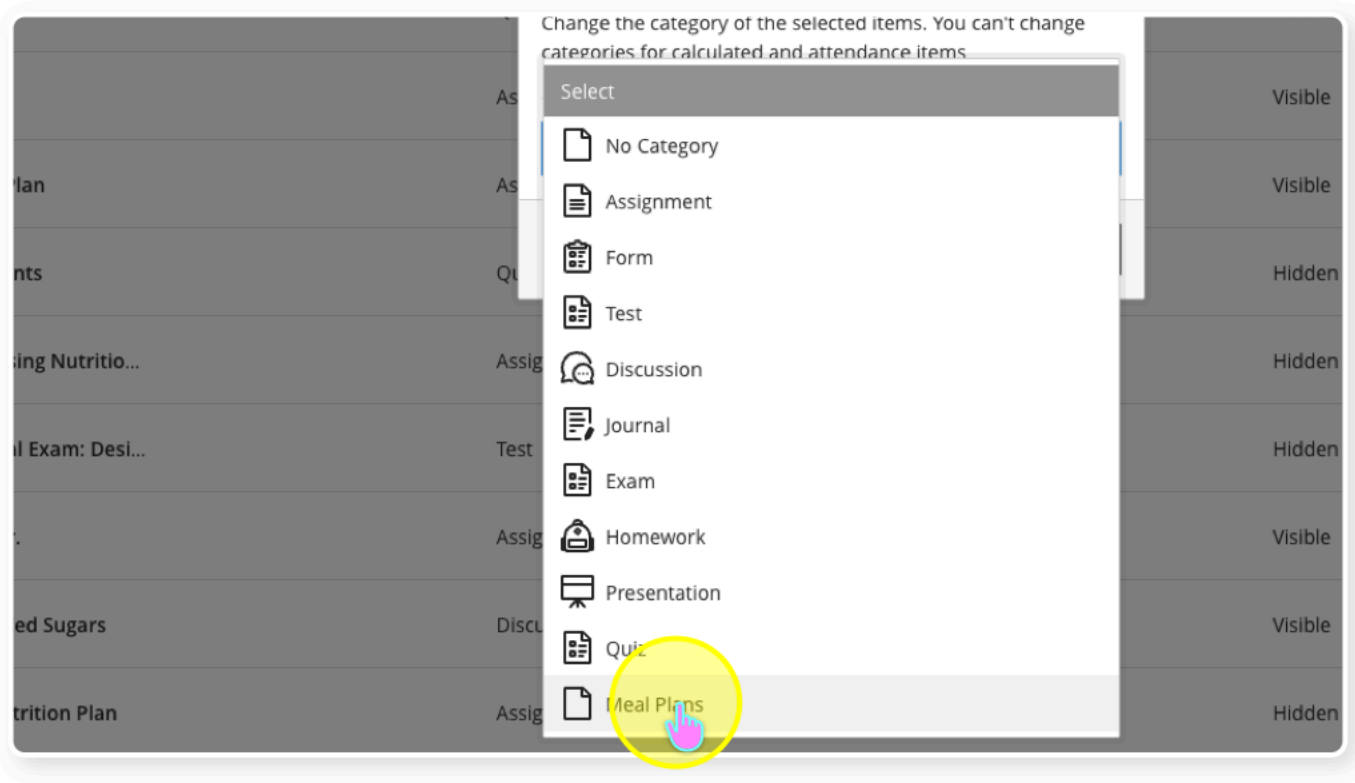
18 A pop-up window will appear.



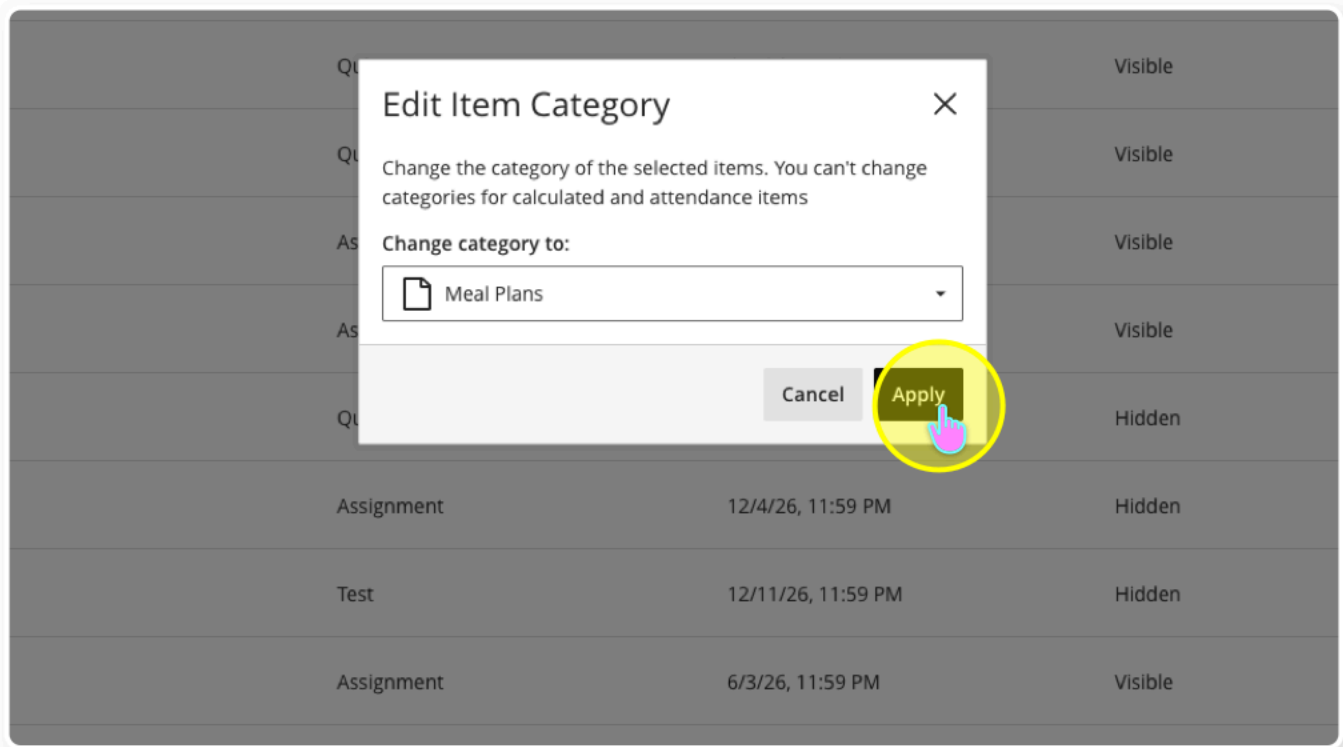
19 Then click "Select"



20 Click on the category that you want to change the items to.



21 Click on "Apply"

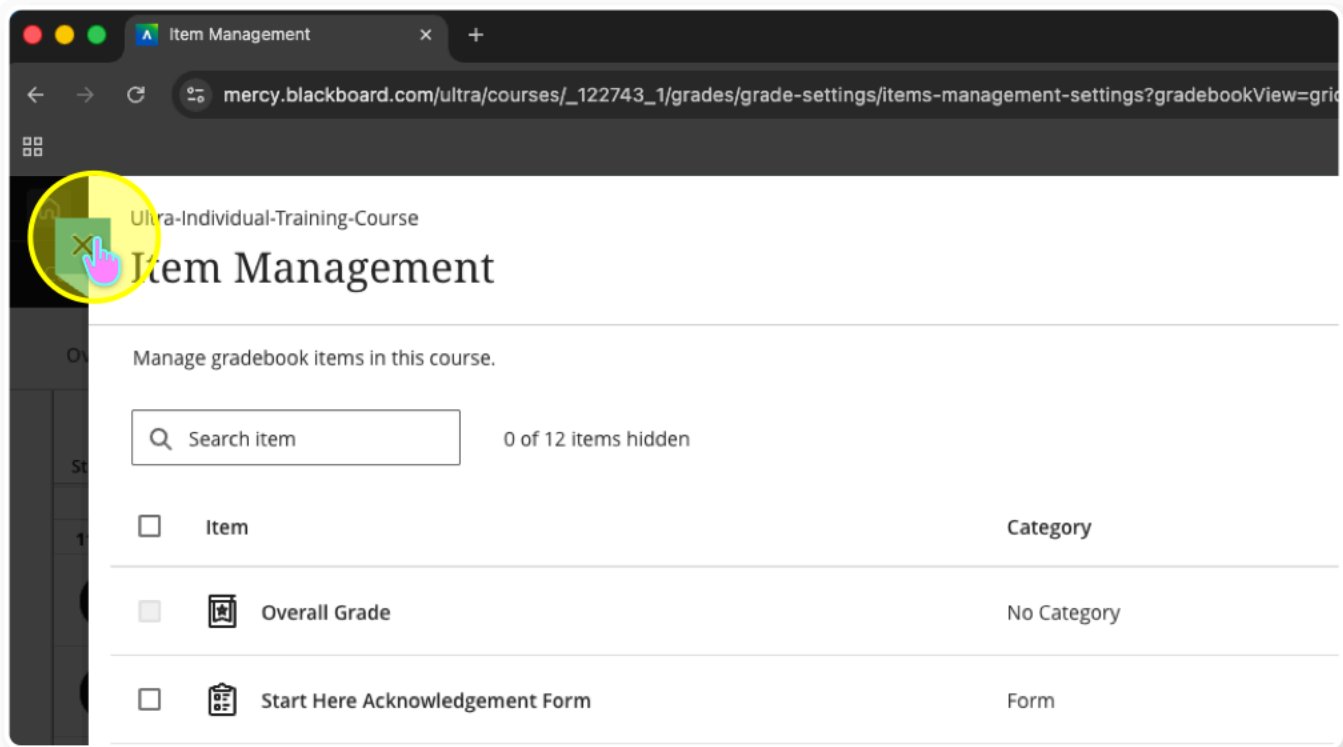


22 Then on the page, you will see how your items switch category.

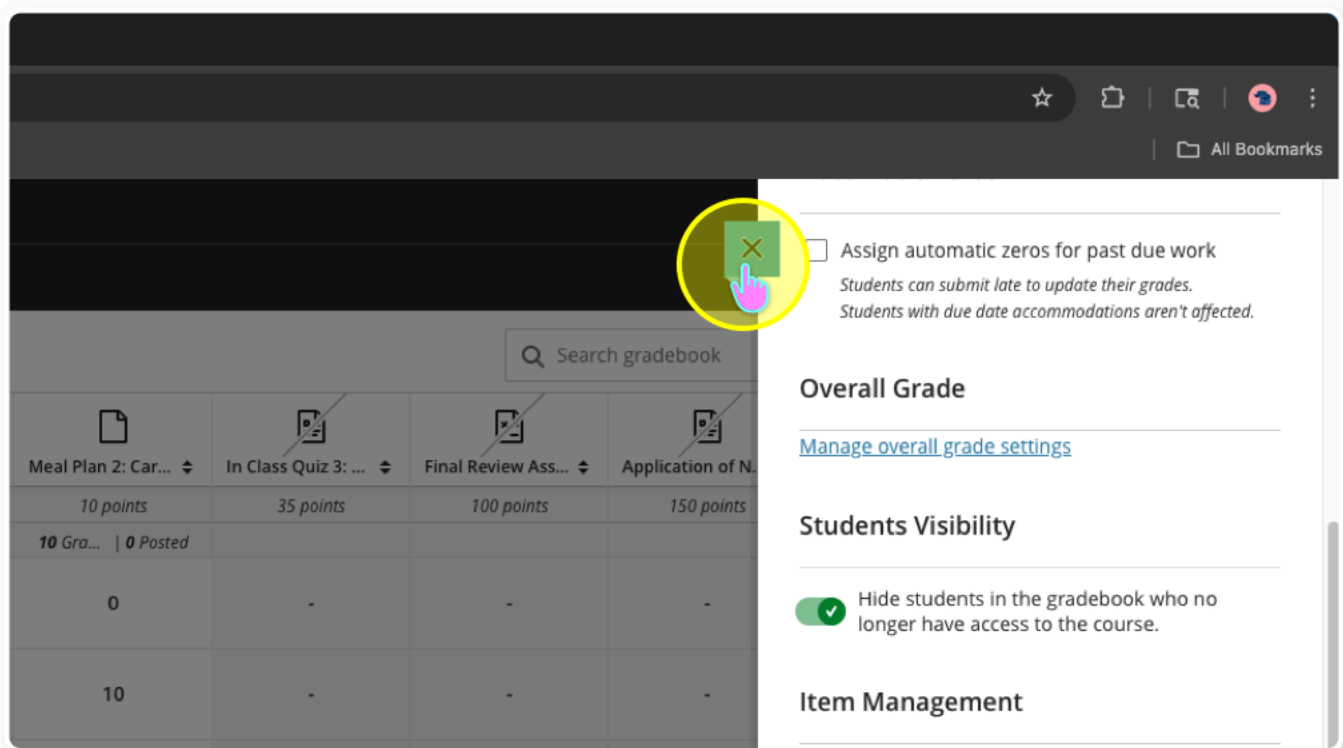
<input type="checkbox"/>	Start Here Acknowledgement Form	Form	5/29
<input type="checkbox"/>	In Class Quiz 1	Quiz	6/5/
<input type="checkbox"/>	In Class Quiz 2	Quiz	6/12
<input type="checkbox"/>	Meal Plan 1: Plate Concept	Meal Plans	6/5/
<input type="checkbox"/>	Meal Plan 2: Carbohydrate Plan	Meal Plans	10/4
<input type="checkbox"/>	In Class Quiz 3: Macronutrients	Quiz	10/1
<input type="checkbox"/>	Final Review Assignment: Using Nutritio...	Assignment	12/4
<input type="checkbox"/>	Application of Nutrition Final Exam: Desi...	Test	12/1

The table displays a list of course items. The two rows for "Meal Plan 1: Plate Concept" and "Meal Plan 2: Carbohydrate Plan" are highlighted with a red border. A yellow circle with a mouse cursor is positioned over the "Meal Plan 2" row, indicating the result of clicking "Apply".

23 Close out of Item Management.



24 Click the panel.



25 Go back into your overall grade by click on the icon above “Overall Grade”

The screenshot shows the Blackboard Gradebook interface for a course titled "Ultra-Individual-Training-Course". The "Gradebook" tab is selected in the top navigation bar. Below the navigation bar, there are tabs for "Overview", "Gradable Items", "Grades", and "Students". The "Grades" tab is active, and a yellow circle highlights the "Overall Grade" icon (a document with a checkmark) above the "Overall Grade" column header. A hand cursor is pointing at this icon. A dropdown menu is visible below the icon, containing "View", "Edit", and "Delete" options.

Students	Overall Grade	Start Here Ackn...	In Class Quiz 1	In Class Quiz 2	Meal Plan 1: Plat...
11 Students		Non-gradable item	50 points	100 points	100 points
			0 Graded 0 Posted	0 Graded 0 Posted	1 Graded 1 Posted
Amelia Luckey_Pre...		-	-	-	100 Posted
Wednesday Addams	92.4%	-	-	-	-
Captain America	100%	-	-	-	-

26 Then click “Edit”





This screenshot is identical to the previous one, showing the same Blackboard Gradebook interface. The yellow circle and hand cursor are still positioned over the "Overall Grade" icon. The dropdown menu is open, and the "Edit" option (represented by a pencil icon) is highlighted with a pink background, indicating it is the next step in the process.

27 The locate and open the category. You will see your items in the correct category!

- Unlock [🔒] items and categories to let the system auto-balance their percentages.
- Exclude [🚫] items and categories from the overall grade calculation.

Weigh gradable items within a category. ⓘ

Proportionally Equally

 Meal Plans 3 items  Edit calculation rules	5% per it
Meal Plan 3: Community Nutrition Plan Meal Plans	
Meal Plan 1: Plate Concept Meal Plans	
Meal Plan 2: Carbohydrate Plan Meal Plans	
 Quiz 3 items  Edit calculation rules	5% per it