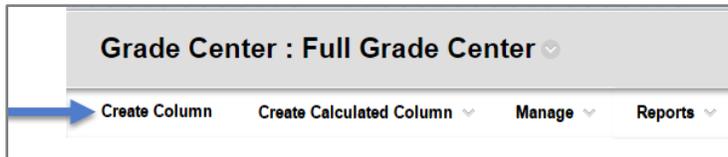# 2. Understanding the Grade Center

Before learning how to use the **Grade Center**, you must first gain an understanding of the different options and when it is best to use them.
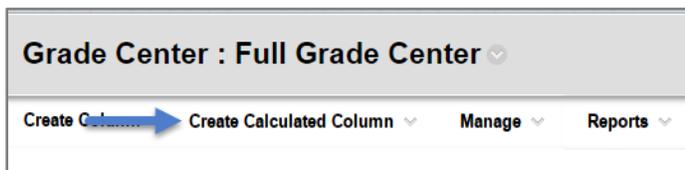
Create Column

When you want to add grades that aren't automatically added into the **Grade Center** by Blackboard, you must create a column using the **Create Column** button.
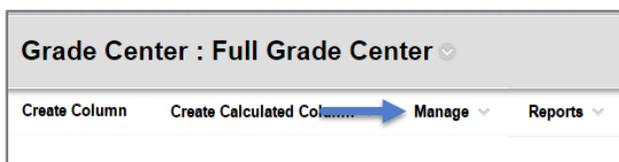

Create Calculated Column

The **Calculated Column** is used for creating total columns, average columns, weighted columns, and minimum/maximum columns.

Manage

Manage is used to organize columns, and arrange the grade center. It is through here you can create grading scales, show/hide users, etc.)


Categories

Categories is useful in organizing the **Gradebook**. You can use **Categories** to group related columns together and organize data. The Grade Center creates eight categories by default:

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

For example, if you create an assignment in Blackboard, it will automatically be connected with the **Assignment Category**. You can access **Categories** through the **Manage** menu.
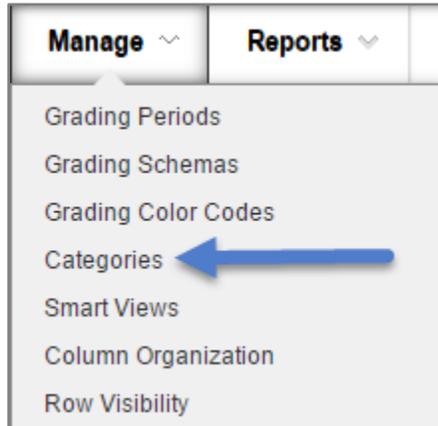
Reports

Reports allows you to create a report on students (or only one student). You can pick what grade columns you want information about. This allows you to get an overview on how a student, or multiple students, is doing in the course, or on a particular assignment.