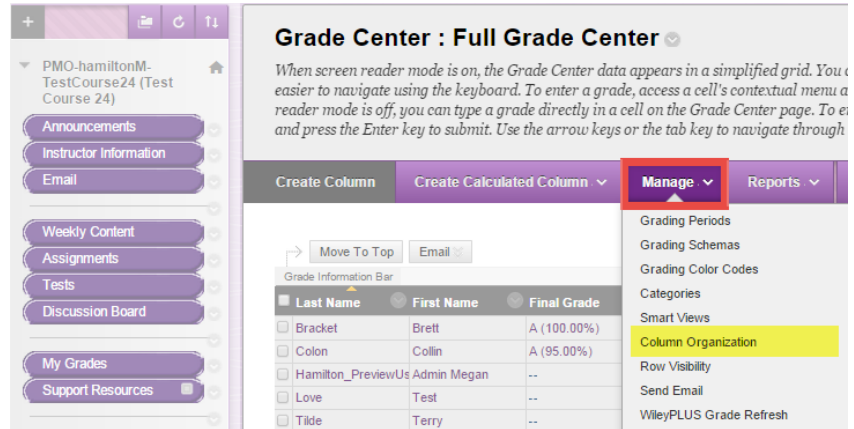


Blackboard Learn

You may organize a course’s Grade Center through the Full Grade Center’s *Manage* menu.

1. To organize your Grade Center, navigate to your course’s **CONTROL PANEL** and select **GRADE CENTER**.
2. In the **GRADE CENTER** menu, select **FULL GRADE CENTER**.
3. In the Full Grade Center, roll your mouse over the **MANAGE** button and select **COLUMN ORGANIZATION**.



4. On the Column Organization page, you will see a list of *all* the columns you have in the Grade Center as well as tools to show, hide, re-order, and categorize them.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

Show/Hide Change Category to...


Shown in All Grade Center Views						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input checked="" type="checkbox"/> Last Name (Frozen)		Institution				
<input checked="" type="checkbox"/> First Name (Frozen)		Institution				
<input checked="" type="checkbox"/> Username (Frozen) (Hidden)		Institution				
<input checked="" type="checkbox"/> Student ID (Frozen) (Hidden)		Institution				
<input checked="" type="checkbox"/> Last Access (Frozen) (Hidden)		Institution				
<input checked="" type="checkbox"/> Availability (Frozen) (Hidden)		Institution				
<input checked="" type="checkbox"/> Final Grade (Frozen)	Not in a Grading Period	Calculated Grade		Jun 9, 2015	89.14285 (may vary by student)	
<input checked="" type="checkbox"/> Total (External Grade) (Frozen)	Not in a Grading Period	Calculated Grade		None	1005 (may vary by student)	
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.						

Not in a Grading Period						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input checked="" type="checkbox"/> Participation	Not in a Grading Period	No Category	None	Jun 9, 2015	100	
<input checked="" type="checkbox"/> Week 1 Discussion	Not in a Grading Period	Discussion	None	Jun 28, 2015	100	
<input checked="" type="checkbox"/> Assignment#1	Not in a Grading Period	Assignment	Jun 30, 2015	None	100	

Select column check-boxes and use action menu to show, hide, or categorize

Handles to click and drag columns into preferred order

When you are on the Column Organization page, follow the instructions on the next page for the task you want to perform.



Updated 6/10/15

Re-Arranging Column Order

1. Roll your mouse cursor over the crosshair symbol that appears to the left of a column's name. When your mouse cursor transforms into a cross-hair symbol, click and hold your left mouse button down and drag the column to the position in the list where you want the column to go. Release your left mouse button to drop the column in place.

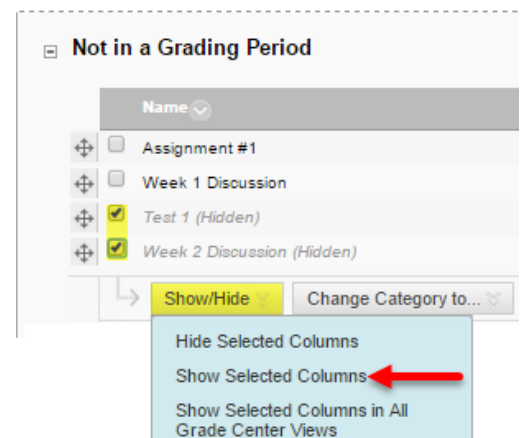


2. When you are done re-arranging columns, click **SUBMIT** to save your work. Your Grade Center will display columns in the order you chose.

Showing or Hiding Columns from Your View of the Grade Center

Instructors may hide columns from their own view of the Grade Center to help the Grade Center load quicker. Please note hiding a column through this technique does not hide the column from student view or exclude it from calculations.

1. **CHECK** the **CHECKBOXES** of the columns whose visibility settings you would like to adjust. Then, scroll to the **SHOW/HIDE** action menu button and select the action you would like to perform.
2. The selected columns will be marked according to the action you performed.
3. Click **SUBMIT** to apply this change to your Grade Center.



If you would like to hide columns from student view and exclude columns from Grade Center calculations, please see our tutorial [Hiding a Grade Center Column from Students](#).

Adding or Changing Column Categories

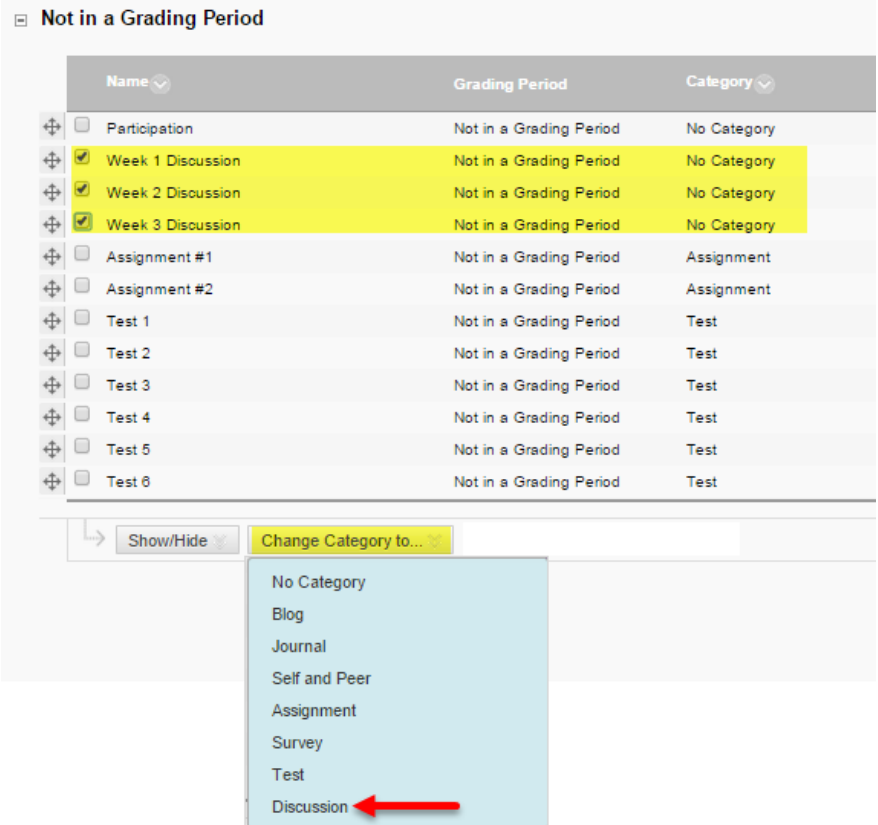
A [category](#) is a way to classify Grade Center columns that are being used in Total and Weighted Totals calculations. The most efficient way to review and make changes to your column categorization is through this process.

1. On the Column Organization page, you will see a list of your grade center's columns and their current categories. To select columns that you want to re-categorize, **CHECK** the **CHECKBOXES** next to the name of each column.

2. Then, roll your mouse over the **CHANGE CATEGORY TO** action menu button and select a category to apply to the selected columns.

The category will be applied to the selected columns.

3. Click the **SUBMIT** button to save these changes.



The screenshot displays a table titled "Not in a Grading Period" with three columns: Name, Grading Period, and Category. The table lists various columns, with three discussion columns selected. Below the table, there is a "Show/Hide" button and a "Change Category to..." dropdown menu. The dropdown menu is open, showing a list of categories: No Category, Blog, Journal, Self and Peer, Assignment, Survey, Test, and Discussion. A red arrow points to the "Discussion" option.

Name	Grading Period	Category
<input type="checkbox"/> Participation	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Week 1 Discussion	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Week 2 Discussion	Not in a Grading Period	No Category
<input checked="" type="checkbox"/> Week 3 Discussion	Not in a Grading Period	No Category
<input type="checkbox"/> Assignment #1	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment #2	Not in a Grading Period	Assignment
<input type="checkbox"/> Test 1	Not in a Grading Period	Test
<input type="checkbox"/> Test 2	Not in a Grading Period	Test
<input type="checkbox"/> Test 3	Not in a Grading Period	Test
<input type="checkbox"/> Test 4	Not in a Grading Period	Test
<input type="checkbox"/> Test 5	Not in a Grading Period	Test
<input type="checkbox"/> Test 6	Not in a Grading Period	Test

Change Category to...

- No Category
- Blog
- Journal
- Self and Peer
- Assignment
- Survey
- Test
- Discussion