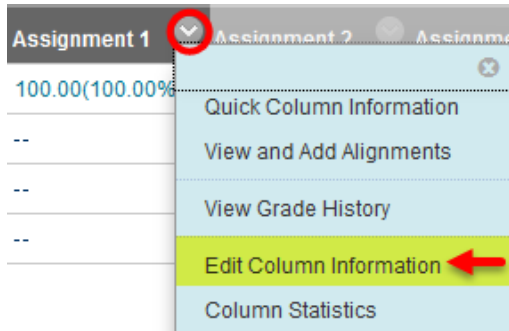


## Blackboard Learn

You may edit a column's settings and display options by following this process.

1. In the **FULL GRADE CENTER**, roll your mouse over the head of the column you want to edit, click the gray down arrow that appears, and select **EDIT COLUMN INFORMATION**.



2. On the **EDIT COLUMN** page, you may review and edit any of the following settings:
  - a. **Description** – A description of the assessment associated with the column
  - b. **Primary Display** – The format you will use to accurately enter and display grades to students
  - c. **Secondary Display** – A secondary format for you to view grades when troubleshooting accuracy
  - d. **Running Total** – This is an option that only appears when editing a [Calculated Column](#).
  - e. **Category** – [Apply a category to a column](#) to prepare it for a calculated column's calculations
  - f. **Points Possible** – The maximum score or point value earnable on the assessment
  - g. **Associated Rubrics** – A tool for attaching an [interactive grading rubric](#) to grades in the column
  - h. **Due Date** – The date that the assessment associated with the column is due
  - i. **Options** – Settings for [controlling column availability](#) to calculated columns and students
3. When you are done making changes to column settings, click **SUBMIT**.