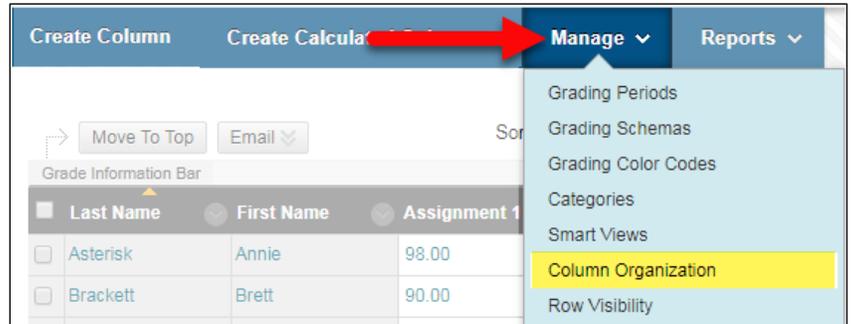


Blackboard Learn

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, categorize, or delete** them.

Column Organization

Select columns then use action buttons to show, hide, categorize, or delete them

Show/Hide
Change Category to...
Change Grading Period to...
Delete

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username (Hidden)		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input checked="" type="checkbox"/> Availability (Hidden)		Institution			

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	1480.24001 (may vary by student)
<input checked="" type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment	Nov 30, 2017	None	100
<input checked="" type="checkbox"/> Assignment 2	Not in a Grading Period	Assignment	Nov 18, 2017	None	100
<input checked="" type="checkbox"/> Assignment 3	Not in a Grading Period	Assignment	Nov 30, 2017	None	100
<input type="checkbox"/> Group Assignment	Not in a Grading Period	Assignment	Oct 5, 2017	None	100

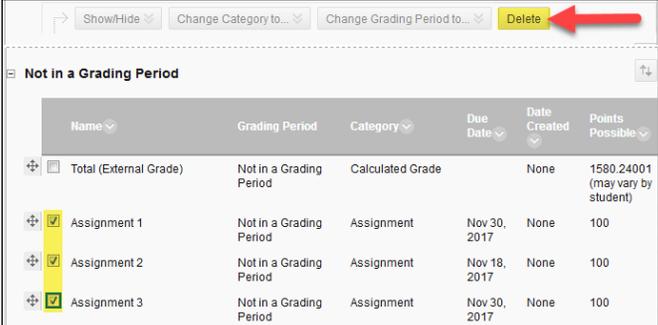
Click and drag to reorder

Follow the instructions on the next page to learn more about performing each task.

Deleting Columns

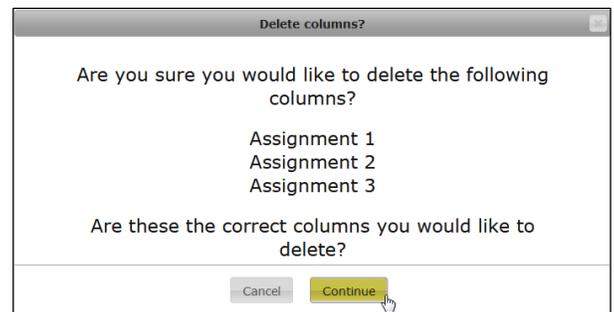
Manually created columns can be permanently deleted from the Grade Center. Columns linked to content items, such as tests and assignments, will be cleared but not removed. These actions are permanent and irrevocable. Proceed with caution!

1. First, **SELECT CHECKBOXES** associated with the columns you want to delete. Then, click the **DELETE** button.

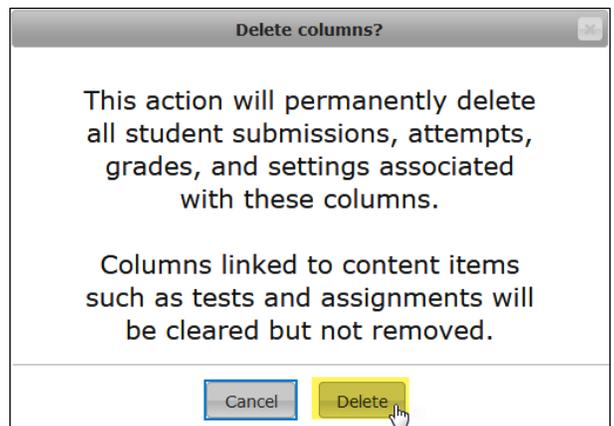


Name	Grading Period	Category	Due Date	Date Created	Points Possible
Total (External Grade)	Not in a Grading Period	Calculated Grade		None	1580.24001 (may vary by student)
<input checked="" type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment	Nov 30, 2017	None	100
<input checked="" type="checkbox"/> Assignment 2	Not in a Grading Period	Assignment	Nov 18, 2017	None	100
<input checked="" type="checkbox"/> Assignment 3	Not in a Grading Period	Assignment	Nov 30, 2017	None	100

2. A confirmation pop-up will appear. If you are sure that you want to proceed, click the **CONTINUE** button.



3. A final warning will appear. If you are certain that you want to delete, click the warning's **DELETE** button.



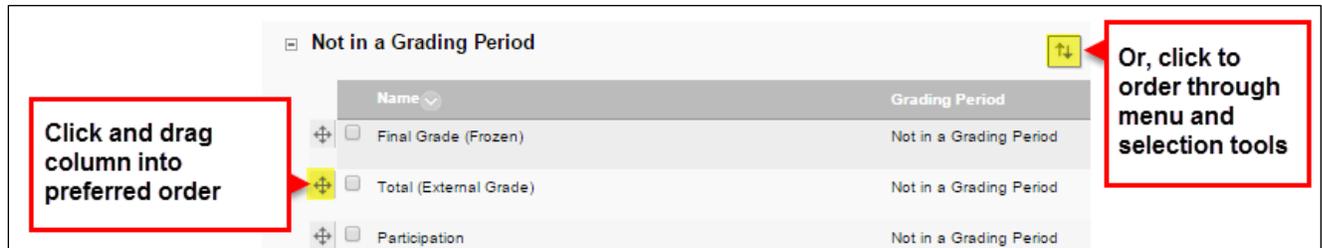
4. The Column Organization page will update and display a confirmation message.

Success: deleted 2 column(s) and cleared attempts for 1 column(s).

5. At this point you may continue making changes on the *Column Organization* page or exit the page.

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.

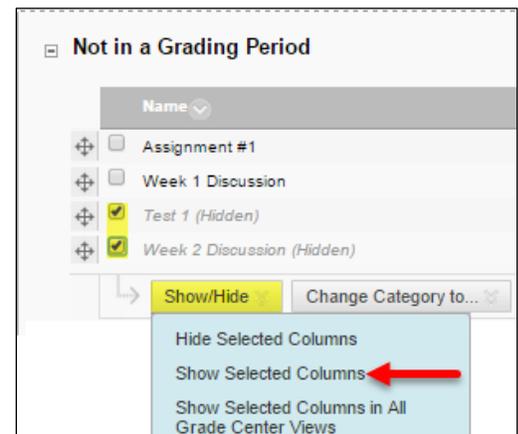


2. When you are done re-arranging columns, click **SUBMIT** to save your work. Your Grade Center will display columns in the order you chose.

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. A different process is used to [hide columns from students or exclude columns 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.



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.

- 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.

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

The screenshot shows a table titled "Not in a Grading Period" with three columns: Name, Grading Period, and Category. The table contains several rows, with three rows highlighted in yellow: "Week 1 Discussion", "Week 2 Discussion", and "Week 3 Discussion". 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