Grade Center Columns

Understanding the Columns in your Grade Center
Blackboard creates default columns: LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, and TOTAL. You have the option to hide these columns from your view but they cannot be deleted.

Showing/Hiding Columns from Instructor View
1. In the left-hand menu, click Grade Center.
2. Select Full Grade Center.
3. Along the top menu, select Manage.
4. In the drop down menu, select Column Organization.
5. Click the check box next to columns you wish to hide.
6. Select Show/Hide.
7. In the menu that appears, select Hide Selected Columns.

Ordering Grade Center Columns
1. In the left-hand menu, click Grade Center.
2. Select Full Grade Center.
3. Along the top menu, select Manage.
4. In the drop down menu, select Column Organization.
5. Click and drag the set of four arrows, next to the column you wish to move, to its new destination.
6. Click Submit.