

## Grade Center Columns

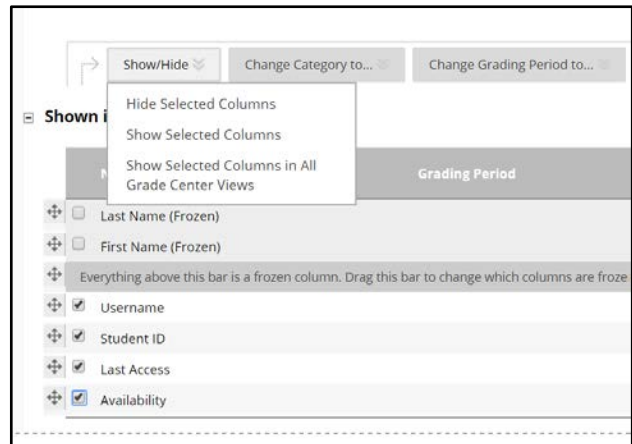
### Understanding the Columns in your Grade Center

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**.

Figure 1

**Note:** To show the hidden columns after hiding them, follow steps 3-10, then continue here:

8. In the menu that appears, select **Show Selected Columns**.
9. Click **Submit**.

### 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**.

### **Grade Center Cleanup**

Now, under Column Organization in the Grade Center, you can bulk delete columns. Columns that are linked to tools in Blackboard (i.e. Assignments, Tests, etc.) cannot be deleted; however, this feature will clear all attempts for these columns. Columns that are manually created will be deleted when using this feature. Please note, the columns that are provided by Blackboard with student information are unable to be deleted. If a column or the attempts within a column are deleted, they are unable to be recovered.

