

Blackboard

Grade Center

Grade Center Columns

Understanding the Columns in your Grade Center

Blackboard creates eight default columns in each course: LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOTAL, and TOTAL. If you are working in a combined course, there will be a ninth column called CHILD COURSE.

You have the option to hide these columns from your view, but they cannot be deleted.

Showing/Hiding Columns from Instructor View

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter your course
4. In the left hand menu, click **Grade Center**, then **Full Grade Center**
5. On the bar in the middle, select **Manage**, then **Column Organization**
6. Click the **Check box** next to the columns you wish to hide
7. Select **Show/Hide**
8. In the menu that appears, select **Hide Selected Columns**
9. Click **Submit**

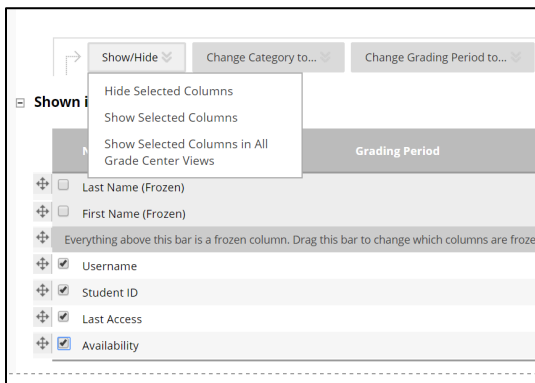


Figure 1

Please Note: To show the hidden columns after hiding them, follow steps 1-7, then continue here:

10. In the menu that appears, select **Show Selected Columns**
11. Click **Submit**

Ordering Grade Center Columns

1. Enter your course
2. In the left hand menu, click **Grade Center**, then **Full Grade Center**
3. On the bar in the middle, select **Manage**, then **Column Organization**
4. Click and drag the four direction arrow, next to the column you wish to move, to its new destination
5. 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 these features. If a column or the attempts within a column are deleted, they are unable to be recovered. Please note, the columns that are provided by Blackboard with student information are unable to be deleted.



Figure 2