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](image)

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.