

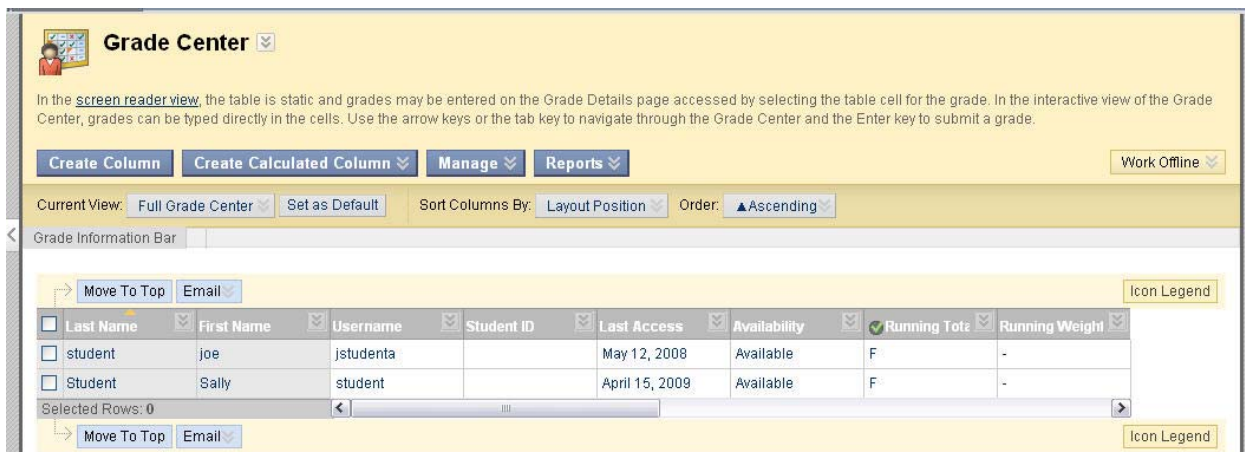
Blackboard Tutorial

Grade Center – Modifying Columns

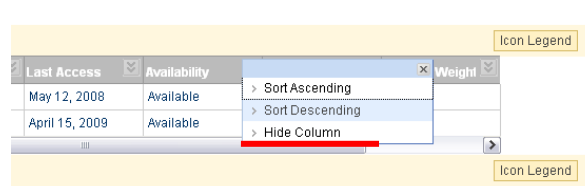
With the new version of Blackboard, it is easier to modify certain columns. Previously, the filtering system was difficult and not easy to use. However, Blackboard 9 allows you more flexibility when it comes to changing your column settings.

In your Grade Center, you will see your course list, the last access and the assignments (to name a few). However, in some cases you might not need to know when the student last accessed the course, or if they're available or not (which they will always be available).

Refresher: To get to your Grade Center, in your course in the bottom left corner (where it says Course Management), click on Evaluation then click Grade Center.



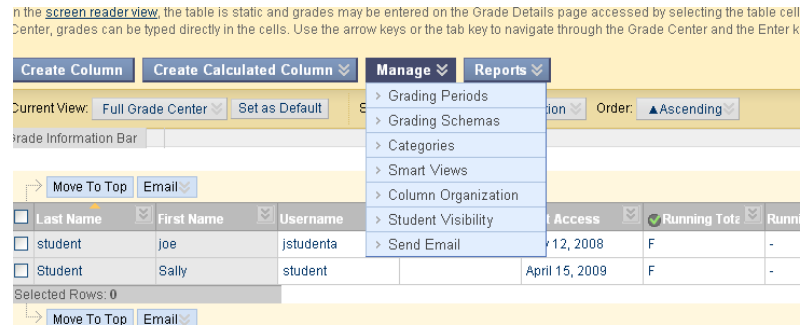
For the column of your choosing (in this case we will use Availability) click on the double-down arrows. Click Hide Column, as underlined below.



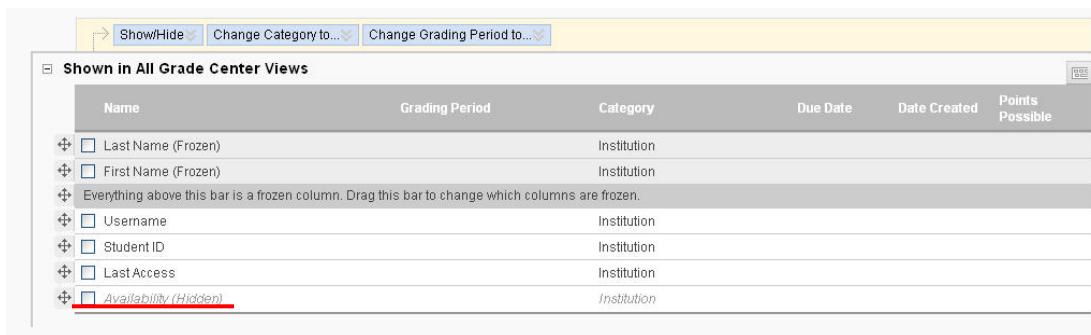
The Availability column will be removed, as you can see in the example below



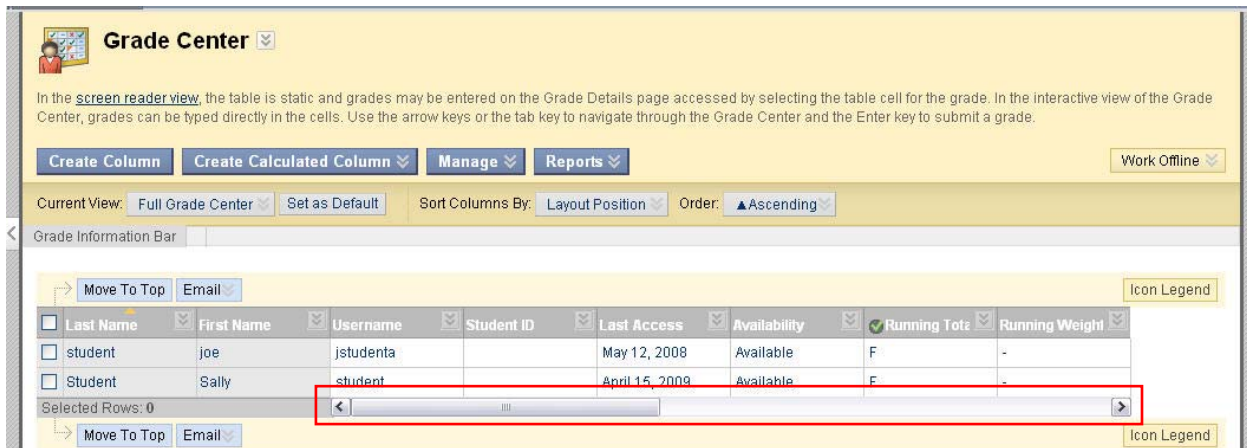
To bring back any columns and put them back in your Grade Center list, click on Manage then Column Organization.



All your columns will appear in two sections: Shown in *All Grade Center Views* (informative items such as the student's name, ID, etc) and *Not in a Grading Period* (your grades and assignments). For this example, the Availability can be found in the top section. Please note that it will be in italics because it is unavailable for the time being.



While you're in this section, you can also rearrange these columns by clicking on the four-headed arrow next to the name and moving them up or down. It is important to know if you move anything in the top section, there is a special feature to freeze columns. As you can see in the image below there is a left to right scroll bar.



In the old version of Blackboard, if you have a certain number of items you would need to scroll back and forth to check which score was for which student. However, with the freeze feature, you can simply keep the column in place while you scroll through your Grade Center. As you can see, the Last Name and First Name columns are frozen, so they will still be visible when I move left to right.