# Blackboard Learn

Reorganizing Columns in the Full Grade Center

The Full Grade Center view is fully customizable for instructor viewing. You can change the order of columns, hide/show columns, freeze columns to the left side, and more.

#### Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.

	COURSE MANAGEMENT	
-	Control Panel	
►	Files	
►	Course Tools	
►	Evaluation	
•	Grade Center > Needs Grading Full Grade Center Assignments Tests	
►	Users and Groups	
►	Customization	
►	Packages and Utilities	
Þ	Help	

#### Step 2 - Column Organization

In the grade center the first four columns listed are generated automatically when students enroll in a course: Last Name, First Name, Total and Weighted Total.

Last Name 🔗	First Name 🔗		Weighted Total $^{\odot}$	Assignments 🔗	QUIZ MIN/MAX
Casper	Chris	272.18			20.00%
Cooper	Ashby	235.20			100.00%
Durand	Porter	220.50			100.00%
Herrera	Linda	196.00			70.00%
Johnson	Ryan	284.58			50.00%
Lopez	Bruce	212.65			66.67%



Any column can be hidden from the instructor's view except the Last Name column.



#### Step 3 – Reordering Columns

The Column Organization area allows you to move, shift and reorder your columns. To access this area, hover over the Manage button and choose Column Organization from the drop-down list.

Create Column	Create Calcula	ated Column 🗸	Manage 🗸 🛛 Reports 🗸
			Grading Periods
Move To Top	Email 💝		Grading Schemas
Grade Information Bar			Grading Color Codes
Last Name	First Name	S Username	Categories
Casper	Chris	ccasper	Smart Views
Cooper	Ashby	acooper	Column Organization
Durand	Porter	pdurand	Row Visibility
			Send Email
Herrera	Linda	Iherrera	Upload Pearson's MyLab /
Johnson	Ryan	rjohnson2	Mastering Grades
Lopez	Bruce	blopez	WileyPLUS Grade Refresh
Perez	Javier	jperez	McGraw-Hill Connect To Do List
Scott	Sandra	sscott	McGraw-Hill Connect Reports

New columns added to the Grade Center will automatically populate at the end of the Grade Center.

#### Step 4 – Reordering Columns

To shift and reorder an item you must click and drag this icon to the appropriate location: . When you are finished making changes, click the Submit button at the top or bottom of the page.

Before	After	
Shown in All Grade Center Views	Shown in All Grade Center Views	
Name	Name	
🕂 🔲 Last Name (Frozen)	🕀 🔲 Last Name (Frozen)	
💠 🔲 First Name (Frozen)	🕂 🗇 First Name (Frozen)	nen
Everything above this bar is a frozer	Everything above this bar is a frozen column. Drag ti     Pe	rioc
🗘 🖾 Wiki Report		mc
<	Dec Blogs	
Midterm	Viki Report	าดพ
🕂 🔲 Total (External Grade)	🕂 🗖 Unit 1 Quiz Ce	nte
	🕂 🗖 Midterm Ord	der
🕂 🔲 Last Access (Hidden)	💠 🖾 Total (External Grade)	
Student ID (Hidden)	💠 🔲 Last Access (Hidden)	
🕀 🔲 Usemame (Hidden)	Image: Availability (Hidden)	
	🕂 🔲 Usemame (Hidden)	
Not in a Grading Period		
Name 🗸	Not in a Grading Period	
	Name 💭	
1 Practice Quiz	name 🗸	
⇔ 🗵 Blogs	1 Practice Quiz	

When not using Grading Periods, columns can be moved to the "Shown in All Grade Center Views" area in order of preference.



# Step 5 – Reordering Columns

The columns are now displayed in the Full Grade Center in the same order chosen in Column Organization.

Last Name 🔗	First Name 🔗	Assignments 🔗	Blogs 🔗	Wiki Report 🛛 🛇	Unit 1 Quiz 🛛 🛇	Midterm 🔗	
Casper	Chris	•	1	2			155.00
Cooper	Ashby			2	49.00		172.04
Durand	Porter				2		100.00
Herrera	Linda						82.50
Johnson	Ryan			2	2		180.69
Lopez	Bruce			2	35.00		139.19
Perez	Javier				2		20.00
Scott	Sandra			2	2		172.67
Spooner	Sarah				2		218.13
Tsai	Mark						153.63

# Step 6 – Column Freezing

Grade Center columns can be frozen in place so that they do not move while scrolling through the other Grade Center data. This feature can be used to easily match up individual students with their data across the full length of the Grade Center.

To freeze a column from the Column Organization area (see Step 3), simply reorder (drag and drop) it above the dark line shown below.

Shown in Al	I Grade Center Views		
Name			Category
🕂 🔲 Last N	ame (Frozen)		Institution
💠 🔲 First N	ame (Frozen)		Institution
Everything	above this bar is a frozen column.	Drag this bar to change which columns are frozen.	←
💠 🔲 Assign	nments	Not in a Grading Period	No Category
💠 🔲 Blogs		Not in a Grading Period	No Category



The first and last name columns are frozen by default.



## Step 7 – Hiding/Showing Columns (Instructor View Only)

You can hide columns and rows from the instructor view. When you hide a column, no information is lost. In order to fully remove a column, it must be deleted.

To hide a column from the Column Organization area (see Step 3), select the item you wish to hide (check box) then hover over the Show/Hide button at the top or bottom and choose Hide Selected Columns from the list.

The Colu	mn Organization mm Organization page is divided int ze the different views of the Grade Ce	o various tables that control how different Grade Center vieu nter. <u>More Help</u>	s are displayed. Rows in these to	_
B Shown i	ShowHide S Change Category to S Hide Selected Columns Show Selected Columns	Change Grading Period to 😸		The reverse option can be selected to show a column previously hidden (Show
К	Show Selected Columns in All Grade Center Views	Grading Period	Category	Selected Columns in All
+ 🗉 L.	or manio (r rozony		Institution	Grade Center Views.)
🕂 🗖 Firs	st Name (Frozen)		Institution	
+ Everyth	thing above this bar is a frozen column. Drag thi	is bar to change which columns are frozen.		
🕀 🗆 Las	st Access		Institution	
Ve 🕅 We	eighted Total	Not in a Grading Period	Calculated Grade	
🕁 🔳 Use	ername (Hidden)		Institution	
🕂 🖾 Stu	udent ID (Hidden)		Institution	
	ailability (Hidden)		Institution	

## Step 8 – Changing Categories

You can use categories to organize and view grade center data. They are particularly useful when using calculated columns (i.e. for final grades).

To change a column's category from the Column Organization area (see Step 3), select the item you wish to change categories then hover over the "Change Category to" button at the top or bottom and choose the new category from the list.

	$ ightarrow$ Show/Hide $\otimes$	Change Category to 📎 🦳 Chang	e Grading Period to 📎	
Sho	own in All Grade Ce	No Category Assignment		
		Survey		
$\Phi$	Last Name (Frozen)	Test		Institution
$\Phi$	First Name (Frozen)	Discussion		Institution
$\Phi$	Everything above this bar		which columns are frozen.	
$\oplus$	Last Access	Journal Self and Peer		Institution
$\oplus$	SafeAssignment	SafeAssignment	Unit 1	SafeAssignment
$\oplus$	mulitiple choice	GaleAssignment	Unit 1	Test
$\oplus$	Self Assess1		Unit 1	Self and Peer
$\oplus$	Week 1		Unit 1	Discussion
≯	Test 1		Unit 1	Test
$\oplus$	Weighted Total (Hido	len)	Not in a Grading Period	Calculated Grade
$\oplus$	Username (Hidden)			Institution
$\oplus$	Student ID (Hidden)			Institution
$\oplus$	Availability (Hidden)			Institution

