

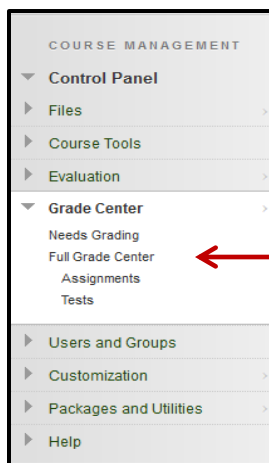
Blackboard Learn

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.



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.

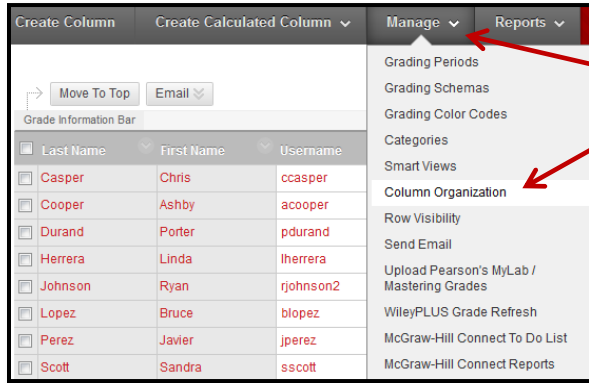
<input type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Total	<input type="checkbox"/> Weighted Total	<input type="checkbox"/> Assignments	<input type="checkbox"/> QUIZ MIN/MAX
<input type="checkbox"/>	Casper	Chris	272.18	--	--	20.00%
<input type="checkbox"/>	Cooper	Ashby	235.20	--	--	100.00%
<input type="checkbox"/>	Durand	Porter	220.50	--	--	100.00%
<input type="checkbox"/>	Herrera	Linda	196.00	--	--	70.00%
<input type="checkbox"/>	Johnson	Ryan	284.58	--	--	50.00%
<input type="checkbox"/>	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

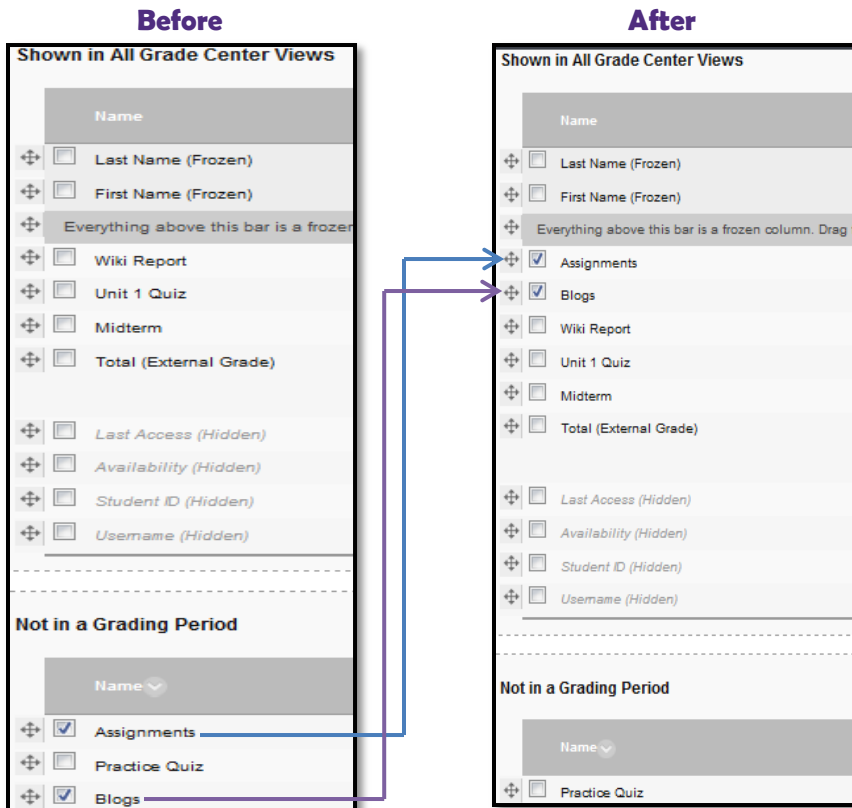
The Column Organization area allows you to move, shift and reorder your columns. To access this area, hover over the Manage button and choose Column Organization from the drop-down list.



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.



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.

<input type="checkbox"/>	Last Name	First Name	Assignments	Blogs	Wiki Report	Unit 1 Quiz	Midterm	Total
<input type="checkbox"/>	Casper	Chris	--	--	!	--	--	155.00
<input type="checkbox"/>	Cooper	Ashby	--	--	!	49.00	--	172.04
<input type="checkbox"/>	Durand	Porter	--	--	--	!	--	100.00
<input type="checkbox"/>	Herrera	Linda	--	--	--	--	--	82.50
<input type="checkbox"/>	Johnson	Ryan	--	--	!	!	--	180.69
<input type="checkbox"/>	Lopez	Bruce	--	--	!	35.00	--	139.19
<input type="checkbox"/>	Perez	Javier	--	--	--	!	--	20.00
<input type="checkbox"/>	Scott	Sandra	--	--	!	!	--	172.67
<input type="checkbox"/>	Spooner	Sarah	--	--	--	!	--	218.13
<input type="checkbox"/>	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 All Grade Center Views			
	Name	Grading Period	Category
<input type="checkbox"/>	Last Name (Frozen)		Institution
<input type="checkbox"/>	First Name (Frozen)		Institution
	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.		
<input type="checkbox"/>	Assignments	Not in a Grading Period	No Category
<input type="checkbox"/>	Blogs	Not in a Grading Period	No Category

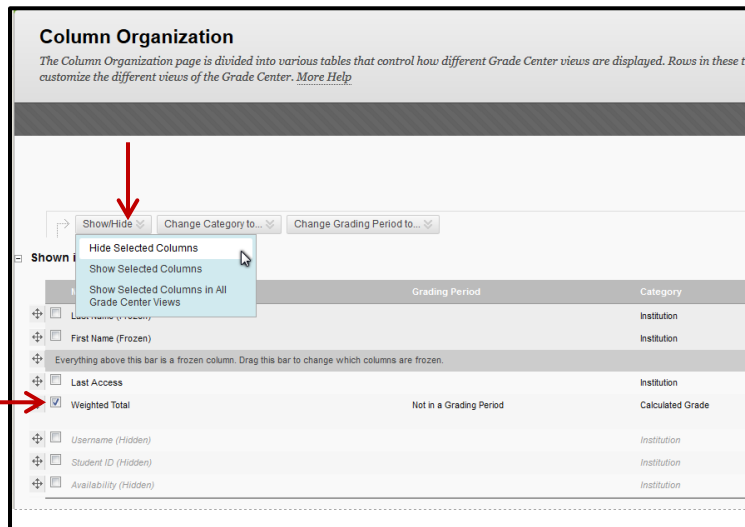


The first and last name columns are frozen by default.

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 screenshot shows the 'Column Organization' page. At the top, there are buttons for 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. A red arrow points to the 'Show/Hide' button, which has a dropdown menu open. The menu options are: 'Hide Selected Columns', 'Show Selected Columns', and 'Show Selected Columns in All Grade Center Views'. A second red arrow points to the 'Weighted Total' column in the table below, which has a checked checkbox in the 'Shown' column.

Name	Grading Period	Category
Last Name (Frozen)		Institution
First Name (Frozen)		Institution
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.		
Last Access		Institution
Weighted Total	Not in a Grading Period	Calculated Grade
Username (Hidden)		Institution
Student ID (Hidden)		Institution
Availability (Hidden)		Institution

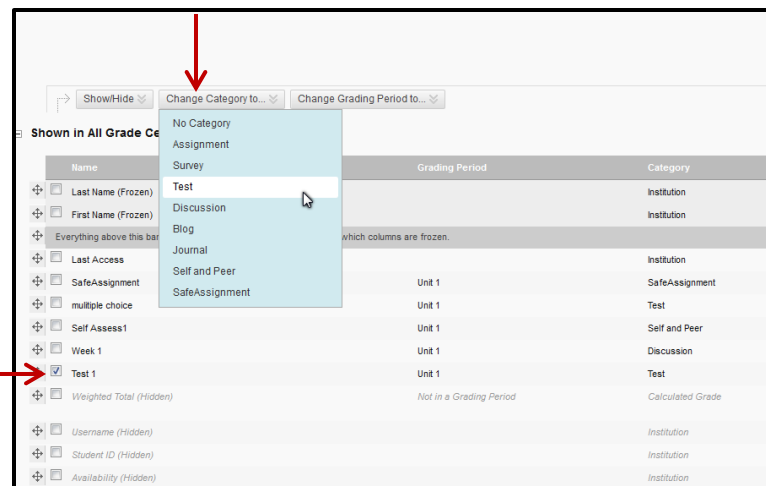


The reverse option can be selected to show a column previously hidden (Show Selected Columns in All Grade Center Views.)

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.



The screenshot shows the 'Column Organization' page. At the top, there are buttons for 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. A red arrow points to the 'Change Category to...' button, which has a dropdown menu open. The menu options are: 'No Category', 'Assignment', 'Survey', 'Test', 'Discussion', 'Blog', 'Journal', 'Self and Peer', and 'SafeAssignment'. A second red arrow points to the 'Test 1' column in the table below, which has a checked checkbox in the 'Shown' column.

Name	Grading Period	Category
Last Name (Frozen)		Institution
First Name (Frozen)		Institution
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.		
Last Access		Institution
SafeAssignment	Unit 1	SafeAssignment
multiple choice	Unit 1	Test
Self Assess1	Unit 1	Self and Peer
Week 1	Unit 1	Discussion
Test 1	Unit 1	Test
Weighted Total (Hidden)	Not in a Grading Period	Calculated Grade
Username (Hidden)		Institution
Student ID (Hidden)		Institution
Availability (Hidden)		Institution