



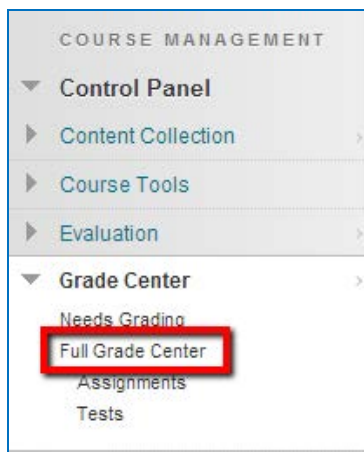
Organizing Grade Center

The Organize Grade Center page displays each Grade Center column as a row containing several bits of basic information, such as names, categories and due dates. Each row can be arranged in a specific order by dragging and dropping the row to another location. The order of the rows from top to bottom is the order that the student will see in My Grades from left to right.

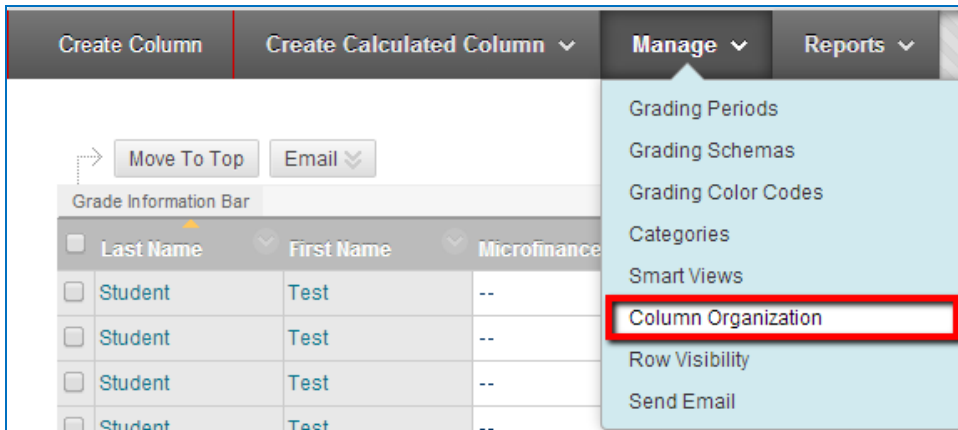
Certain student-specific information, such as names and IDs, can be frozen in place in the left portion of the grid while the grade columns scroll left and right. Also, one or more columns can be hidden from view on the Grade Center grid. Instructors may change the categories and grading periods of one or more columns as well.

Moving Columns

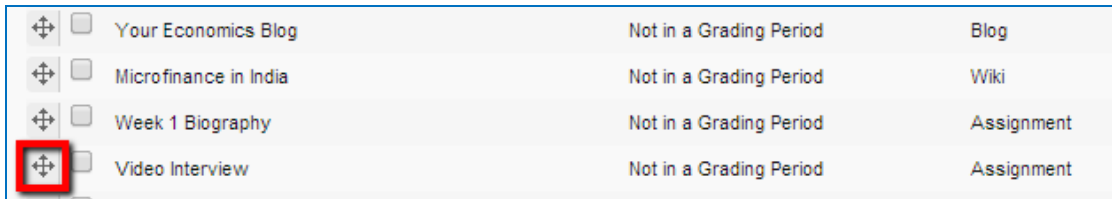
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



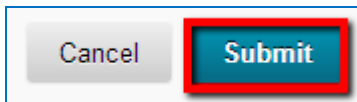
2. Point to the **Manage** button in the action bar of the Grade Center, and select **Column Organization** from the menu.



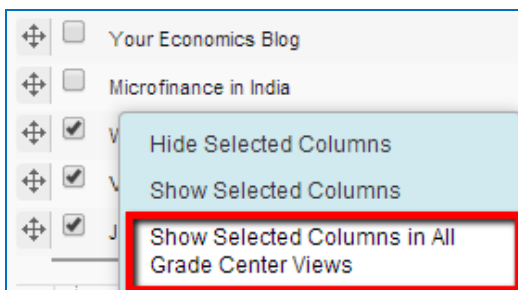
3. On the Column Organization page, click and drag column names up or down in the list.



4. Click **Submit** to view your changes in the Grade Center.



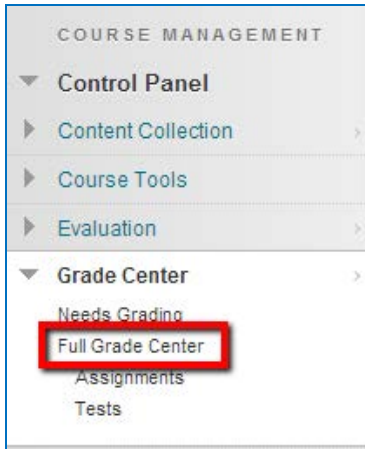
There is also a command to move selected columns into the Shown in All Grade Center Views area. Click the checkbox for any column you would like displayed regardless of any filtering imposed, including Smart Views; then point to one of the **Show/Hide** buttons, and select **Show in All Grade Center Views** from the menu.



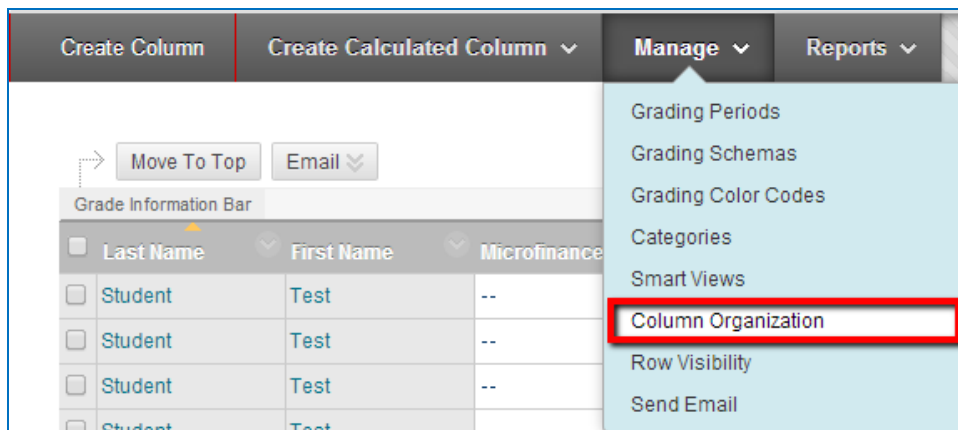
Freezing Columns

When scrolling horizontally on the Grade Center grid, you may want to keep certain columns identifying students in place on the left side. Use the Frozen Column feature on the Column Organization page to keep those columns from scrolling.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Manage** button in the action bar of the Grade Center, and select **Column Organization** from the menu.

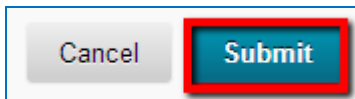


3. On the Column Organization page, in the section labeled **Shown in All Grade Center Views**, click and drag the gray bar below any columns you want to freeze. Alternatively, drag a row above the gray bar to freeze it in place on the grid.

☐ **Shown in All Grade Center Views**

	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.		
☒	Username		Institution
☒	Student ID (Hidden)		Institution
☒	Last Access (Hidden)		Institution
☒	Availability		Institution

4. Click **Submit** to view your changes in the Grade Center.



Hiding and Showing Grade Center Columns

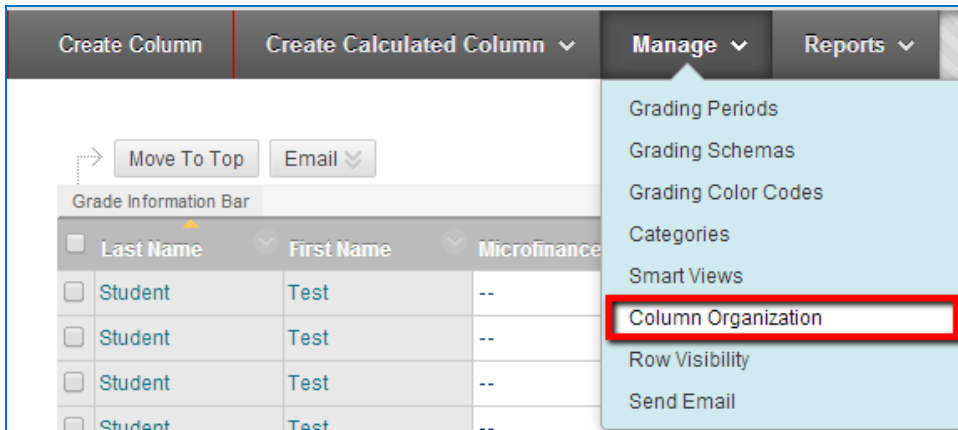
Instructors have the ability to hide any columns within the Grade Center (Instructor view). Hiding a column maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding a column does not hide it from students, only from the Instructor.

Hiding a Column

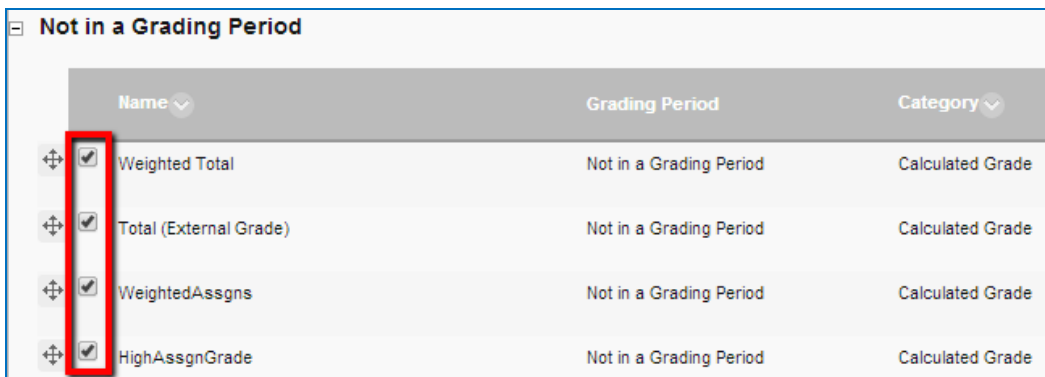
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



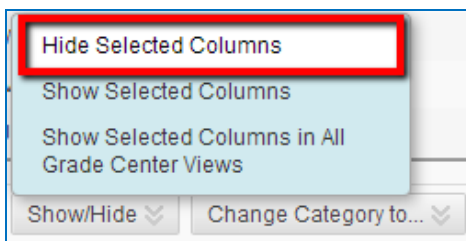
2. Point to the **Manage** button in the action bar of the Grade Center, and select **Column Organization** from the menu.



3. Select the checkboxes of the Grade Center columns to be hidden.



4. Point to the **Show/Hide** button above or below the list, and select **Hide Selected Columns** from the menu. Hidden columns will appear grayed out in the Column Organization page. (*Hidden*) will also appear next to the column name.

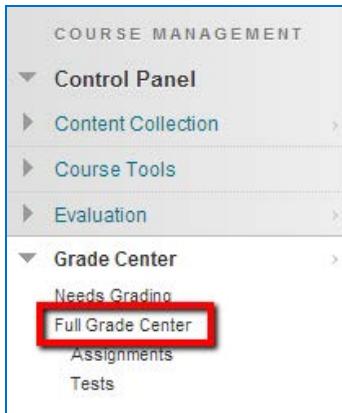


5. Click **Submit** to save changes. As indicated in the following subsection, Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center by completing steps 1-2 and then selecting **Show Selected Columns**.

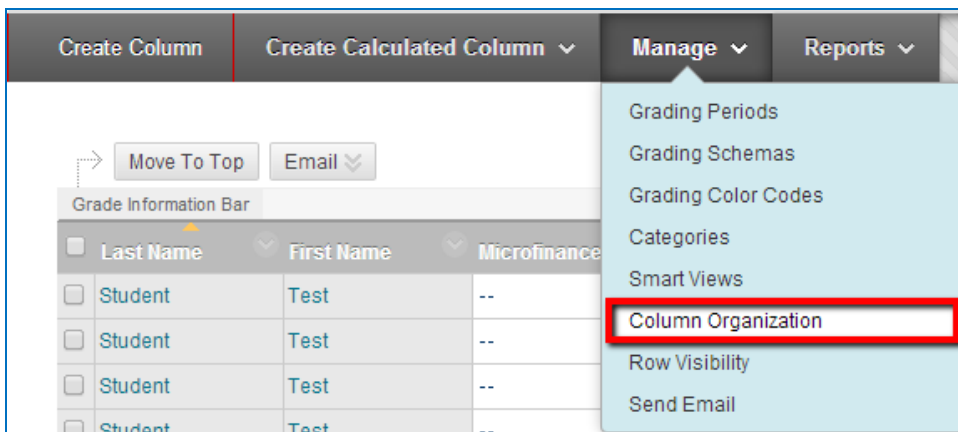


Showing a Column

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Manage** button in the action bar of the Grade Center, and select **Column Organization** from the menu.

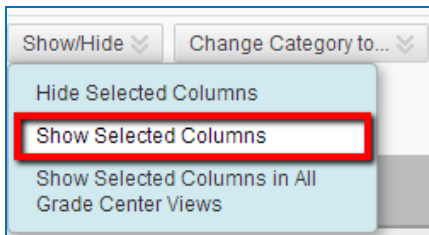


3. Select the checkboxes of the Grade Center columns to be revealed.

A screenshot of the Blackboard Grade Center column organization table. The table has a header with columns for Name, Grading Period, and Category. The table contains four rows of columns, each with a checkbox in the first column. All checkboxes are checked.

	Name	Grading Period	Category
<input checked="" type="checkbox"/>	Weighted Total (Hidden)	Not in a Grading Period	Calculated Grade
<input checked="" type="checkbox"/>	Total (External Grade) (Hidden)	Not in a Grading Period	Calculated Grade
<input checked="" type="checkbox"/>	WeightedAssgns (Hidden)	Not in a Grading Period	Calculated Grade
<input checked="" type="checkbox"/>	HighAssgnGrade (Hidden)	Not in a Grading Period	Calculated Grade

4. Point to or click **Show/Hide**; select **Show Selected Columns** from the menu.



5. Click **Submit** to save changes.

