

This document covers features in the **Grade Center** that helps an instructor to manage the grade columns in the **Grade Center** table. The document includes the following topics:

- Renaming Columns
- Rearranging Columns
- Freezing Columns
- Hiding and displaying hidden columns in the **Grade Center** (from the instructor's view only)

See our **Adding Grade Columns to the Blackboard Grade Center** and **Managing the Student View of the Grade Center** documents for more information about managing the **Grade Center**.

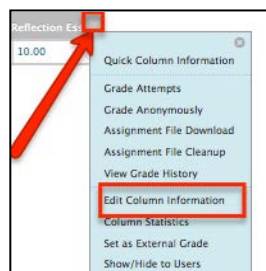
### Renaming Columns

You can change the title of your column header in the **Grade Center**.

1. Navigate to the **Grade Center** in the **Control Panel**.
2. Then, under **Grade Center**, click on the **Full Grade Center** link.



3. Once the **Full Grade Center** page appears, pick the column that you would like to rename. Click on the arrow of that column header, and then select **Edit Column Information**.



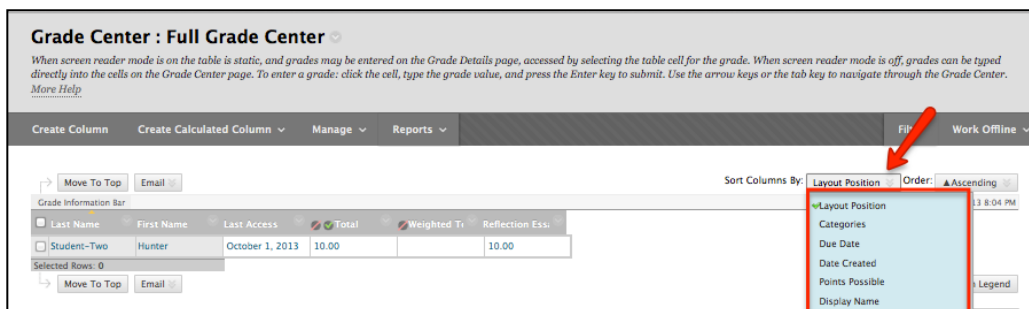
4. In the **Column Information** section, type in a new name in the **Grade Center Name** field. The name cannot be longer than 15 characters in length.

**Note:** If you change the **Grade Center Name**, be aware that it will also display to students in the **My Grades** view. To change the **Item Name** you must change the name of the assignment or test within the content area of the course.

5. Click **Submit** button to save the change.

## Rearranging Columns

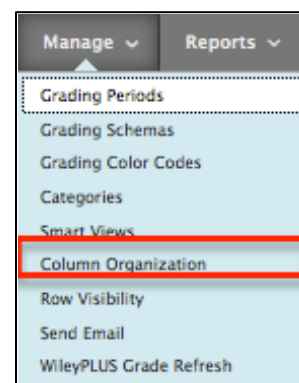
You can sort **Grade Center** columns using a number of criteria such as **due date**, **category**, or display **name** in the **Sort Column By: Layout Position** as shown in the picture below.



Sorting using the first two options, **Categories** and **Due Date**, is useful if you have assigned columns a category and have inputted due dates when the grade column was first created. You can go back to assign a column a **category** or a **due date** by means of the **Modify Column** page as shown in step 2 of the *Renaming Columns* section.

You can also manually change the order in which columns appear in the **Grade Center** by following these steps:

1. Click **Manage** in the **Grade Center's** menu.



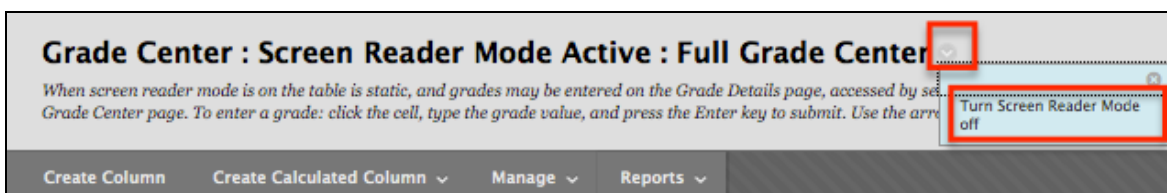
2. Select **Column Organization** from the **Manage** menu list. On the **Column Organization** page, all the **Grade Center** columns are displayed as rows. You can move a column by dragging it to a desired location.
3. To move a column, click any part of the row, hold and drag the row to the desired location. Then release or drop the column once you moved it where you want it to appear. Moving the row up on the **Column Organization** page will make the column appear further left in the Grade Center view.
4. Click the **Submit** button to save changes.

**NOTE:** All new columns that are added to the **Grade Center** will initially appear to the far right of the table. (i.e., at the end of the **Grade Center** table)

### Freezing Columns

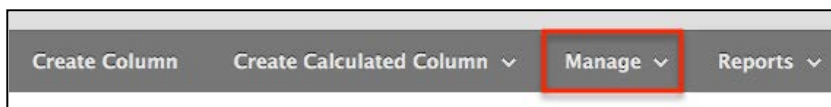
Grade Center columns can be frozen in place so they do not move while scrolling through the grade book. The columns containing students' first and last names are frozen by default to allow you to easily match up individual students with their data across the length of the Grade Center table. Frozen columns remain in a fixed position on the left side of the Grade Center when you scroll across the screen. You can freeze and unfreeze any of the columns from the **Column Organization** page.

**NOTE:** Blackboard has provided a **Screen Reader mode** view to accommodate individuals who use screen readers. In the **Screen reader mode** instructors will not have the ability to edit entries in a cell or freeze columns. By design the **Grade Center** is in **Interactive View** mode, unless it has been unintentionally changed. You can switch from **Screen Reader mode** back to **Interactive view** by clicking on the double arrow to the right of the **Full Grade Center Heading** (see picture below).

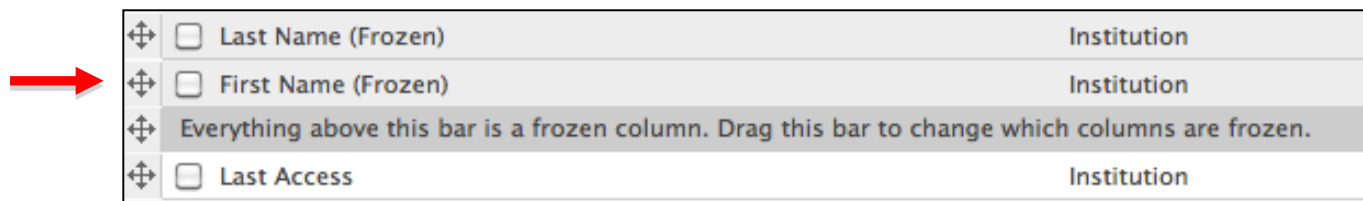


### To freeze a column, follow these steps:

1. Click **Manage** in the **Action Bar** of the **Grade Center**.



2. Select **Column Organization** from the menu.
3. Drag the dark gray bar down below the row containing the name of the column you wish to freeze, or drag the row above the dark gray bar.



**NOTE:** Each grade column appears as a row in the **Column Organization** page, with information about **grading period, category, due date, creation date** and **points possible**.

### To unfreeze a column:

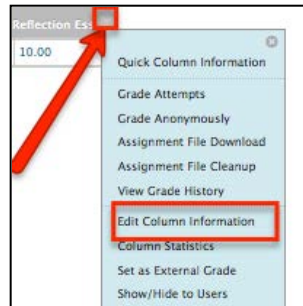
1. Click **Manage** in the **Action Bar** of the **Grade Center**.
2. Select **Column Organization** from the menu.
3. Drag the dark gray bar above the row containing the name of the column you wish to unfreeze, or drag the row below the dark gray bar.
4. Click **Submit** to save changes.

### Hiding and Showing Columns in the Grade Center (from the instructor's view only)

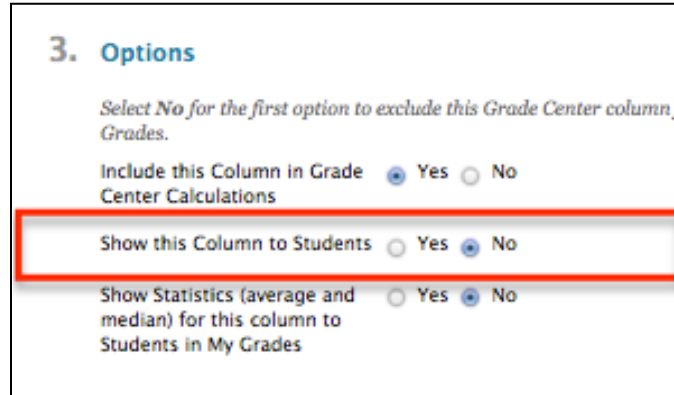
Instructors have the ability to hide any column from displaying within the **Grade Center**. When a column is hidden, all existing information associated with the column is maintained, but the column is no longer visible in the instructor's **Grade Center** view. Hiding columns that are not used, such as **Student ID, Username, and Availability**, reduces the need for horizontal scrolling. You may also choose to hide items that have already been graded. These items can be made visible again as needed if you wish to review them in the future. (See section below on *Displaying Hidden Columns*).

**IMPORTANT NOTE:** Hiding a grade column from the **Grade Center** view is not the same as hiding the column from student view. If you hide a grade column in the Grade Center, students will still see their grade for that column in the **My Grades** view. You must change the default settings to hide a grade column (see *Managing the Student View of the Grade Center* for more information). Change the default settings by:

1. Click on the arrow of the column and then click **Edit Column Information**.



2. Then on the Edit Column page, go to number 3, **Options**. Next to **Show this Column to Students** select the **No** button.

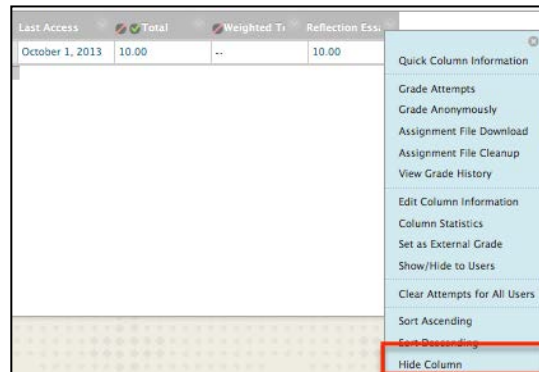


Then click submit to apply these changes.

## Hiding a grade column from the Grade Center View

There are two ways to hide a column in the **Grade Center** the first is:

1. Click on the arrow on column header to display the contextual menu and select **Hide Column**.



A confirmation message will appear at the top of the page when you have successfully hidden the column. You can make the column reappear from the **Column Organization** page by following the instructions for “Displaying hidden columns” in this document.

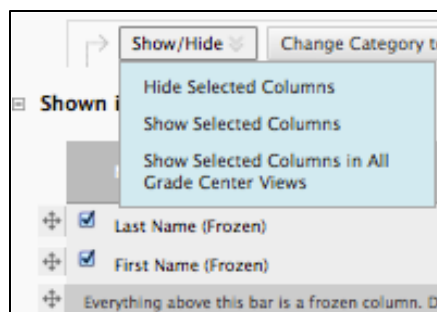
**Success: Column hidden. It can be shown again from the Column Organization page.**

If you wish to hide multiple columns, the second method for hiding a column may be more convenient:

1. Click **Manage** on the action bar at the top of the **Grade Center**.



2. Select **Column Organization** from the menu.
3. Click the check boxes next to the columns you wish to hide.
4. Click **Show/Hide** from the menu above the table as shown here.



5. Click on **Hide Selected Columns** from the menu.
6. Click **Submit** to save changes.

**NOTE:** *Hidden columns will be marked as **hidden** and will appear grayed-out in the **Column Organization** page.*

### **Displaying hidden columns**

1. From the **Manage** link in the action bar, select **Column Organization**.
3. Click the check boxes of the grade columns you wish to reveal.
4. From the **Show/Hide** link in the action bar click on the **Show Selected Columns** option.
5. Click **Submit** to save changes.

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