The Column Organization page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Move columns in the Grade Center
- Freeze or unfreeze columns. (If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.)
- Hide Grade Center Columns
- Show Grade Center Columns
- Modify the Categories of columns

**MOVING COLUMNS**

It is possible, and perhaps highly desirable for some courses, to move columns around in the Grade Center. For instance, perhaps you want all of the Quiz columns to be lined up next to each other, followed by all of the Assignment columns, and so on. Moving columns allows you to do this.

To move a column:

1. Click **Manage**.
2. Select **Column Organization**.

![Column Organization menu](image)
You will see a list of all of your columns arranged vertically. Columns in the very top section (Shown in All Grade Center Views) can be frozen, moved or hidden (see below) to make your Grade Center easier for you to view.

Begin creating your columns under the “Create New Columns” section, and then organize your columns to make them easier to view in the Grade Center. You can:

- Sort a column manually by clicking and dragging the crossed-arrow icon on the left of each column to the location where you want the column to be in the Grade Center. For instance, if the Total column is in the middle or at the bottom, you can use the crossed-arrows to move the Total column to the top, making it much easier to see in the Grade Center.

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### Shown in All Grade Center Views

<table>
<thead>
<tr>
<th>Name</th>
<th>Grading Period</th>
<th>Category</th>
<th>Due Date</th>
<th>Date Created</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name (Frozen)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name (Frozen)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Username (Hidden)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID (Hidden)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Access (Hidden)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability (Hidden)</td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Below the “Shown in All Grade Center Views” section, you will see one or more sections of columns that correspond to the additional Grade Center columns you’ve created along with the standard Total and Weighted Total columns that are created for all Blackboard courses.

- Sort a column manually by clicking and dragging the crossed-arrow icon on the left of each column to the location where you want the column to be in the Grade Center. For instance, if the Total column is in the middle or at the bottom, you can use the crossed-arrows to move the Total column to the top, making it much easier to see in the Grade Center.

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### Not in a Grading Period

<table>
<thead>
<tr>
<th>Name</th>
<th>Grading Period</th>
<th>Category</th>
<th>Due Date</th>
<th>Date Created</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writing Wiki</td>
<td>Not in a Grading Period</td>
<td>Other</td>
<td>None</td>
<td>None</td>
<td>20</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>Not in a Grading Period</td>
<td>Blog</td>
<td>None</td>
<td>None</td>
<td>20</td>
</tr>
<tr>
<td>Weighted Total</td>
<td>Not in a Grading Period</td>
<td>Calculated Grade</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Not in a Grading Period</td>
<td>Calculated Grade</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Progress Report</td>
<td>Not in a Grading Period</td>
<td>Assignment</td>
<td>None</td>
<td>Jul 1, 2010</td>
<td>15</td>
</tr>
</tbody>
</table>

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• Sort columns manually by clicking the Reorder Columns button in the upper right corner of the list. Select a column, use the up and down arrows to move the column, then click Apply.

• Sort columns en masse by clicking one of the action link buttons at the top of the table of columns. For example, you can sort all of your columns by Name, Category, Due Date, and more. You can still move columns individually.

• Click Submit when finished arranging columns.
FREEZING AND UNFREEZING COLUMNS

Grade Center columns can be frozen in place so they do not move while scrolling down through the other data. **NOTE:** The columns containing student’s first and last name are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used, for example, to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Column Organization page.

To freeze or unfreeze a column in any of the Grade Center views, follow these steps:

1. Click **Manage**.

2. Select **Column Organization** from the Action Link menu.

3. To freeze a column:
   - Click and drag the dark gray bar down below the desired row, OR
   - Click and drag a row above the dark gray bar.
4. To unfreeze a column:
   - Click and drag the dark gray bar above the desired row, OR
   - Click and drag a row below the dark gray bar.

5. Click **Submit** to save changes.
HIDE GRADE CENTER COLUMNS

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

To hide a column, follow these steps from the Grade Center page:

1. Move the cursor over the column to be hidden.
2. Click the Action Link arrow to display the contextual menu.
3. Select Hide Column.

NOTE: You can only use this method to HIDE a column. Once a column is hidden, the only way to view it again is to go to Column Organization from the Manage menu.

OR

1. Click Manage.
2. Select Column Organization from the Action Link menu.
3. Select the check boxes of the Grade Center columns to be hidden.

   - Username
   - Student ID
   - Last Access
   - Availability

4. Select Show/Hide.

5. Select Hide Selected Columns from the Show/Hide Action Link menu.

   - Hidden columns will appear grayed out on the Organize Grade Center page.

6. Click Submit to save changes.
SHOW GRADE CENTER COLUMNS

Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center. To show columns, follow these steps:

1. Click Manage.

2. Select Column Organization from the Action Link menu.

3. Select the check boxes of the Grade Center columns to be revealed.

4. Select Show/Hide.

5. Select Show Selected Columns from the Show/Hide Action Link menu.

6. Click Submit.

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MODIFYING COLUMN CATEGORIES

From the Column Organization page, it is possible to change the Grade Center Categories of existing columns. A Grade Center Category is a classification of a Grade Center column for a course. For instance, “Homework”, “Test”, or “Quiz” are possible Categories than can have Grade Center columns associated to them.

To change a Grade Category through the Organize Grade Center page, follow these steps:

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

2. Select **Column Organization** from the Action Link menu.

3. Select the desired columns to change by selecting the corresponding check boxes.

4. Select the new category from the list displayed under **Change Category to…**

5. Select a new Category for the column or columns.

6. Click **Submit** to save changes.