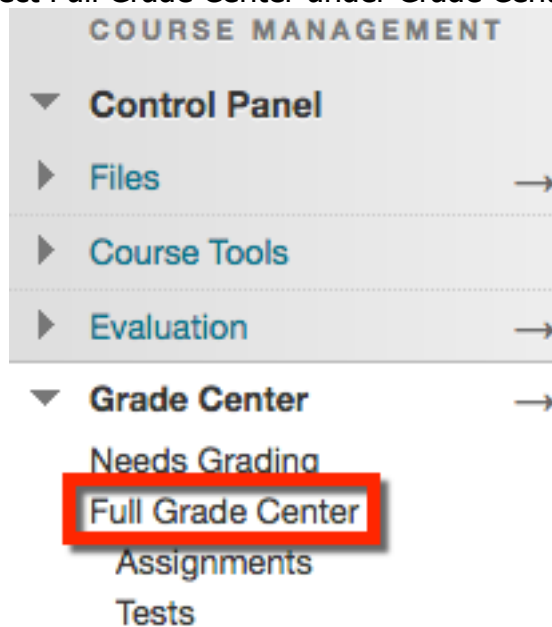


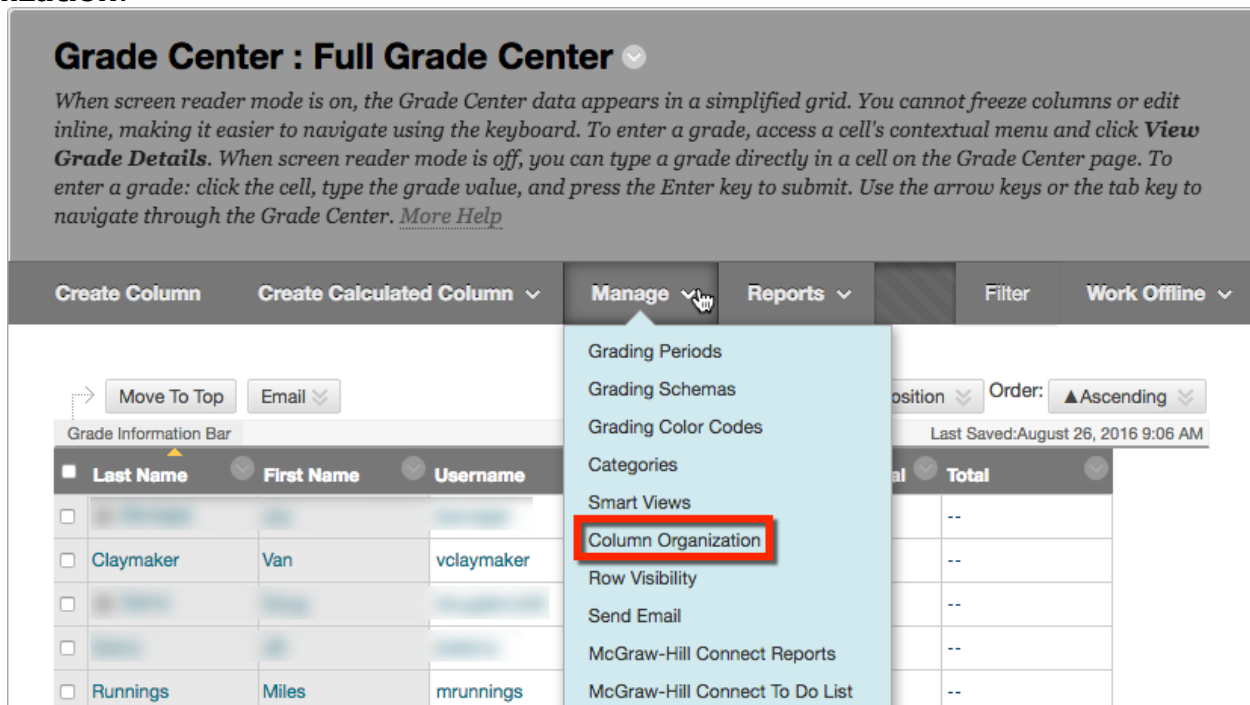
How to Show/Hide Columns

Enter a Blackboard course. Select Full Grade Center under Grade Center in the Control Panel.



Hide Columns:

Hover your mouse over the **Manage** action button to open a drop down menu. Select **Column Organization**.



1. Check which columns you wish to hide from the grade center.

*Note: This only hides the column from the instructor's grade book. It does not hide from the student My Grades section, nor does it exclude from the total calculations. These steps must be complete in each columns **Edit Column Information**.*

2. Once you are done checking which columns to hide, select **Hide Selected Columns**.

Shown in Selected Views Only



	Name ▾	Grading Period	Category ▾	Due Date ▾	Date Created ▾	Points Possible ▾
<input type="checkbox"/>	Weighted Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/>	Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input checked="" type="checkbox"/>	Course Blogs	Shown in Selected Views Only	Blog	None	Mar 10, 2014	10
<input type="checkbox"/>	First Case Study	Shown in Selected Views Only	Assignment	Mar 10, 2016	None	100
<input type="checkbox"/>	Camtasia Video Course	Shown in Selected Views Only	SCORM/AICC	None	None	100
<input checked="" type="checkbox"/>	Test 3	Shown in Selected Views Only	Drop Two	Sep 3, 2013	Sep 1, 2013	10
<input checked="" type="checkbox"/>	Test 4	Shown in Selected Views Only	Drop Two	None	Sep 1, 2013	10

Show/Hide ▾

Change Category to... ▾

Change Grading Period to... ▾

Click

Hide Selected Columns

Show Selected Columns

Show Selected Columns in All Grade Center Views

go back.

Cancel

Submit

The columns are not hidden until you click **Submit**. Click **Submit** to save the changes.

Shown in Selected Views Only



	Name ▾	Grading Period	Category ▾	Due Date ▾	Date Created ▾	Points Possible ▾
<input type="checkbox"/>	Weighted Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/>	Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/>	Course Blogs (Hidden)	Shown in Selected Views Only	Blog	None	Mar 10, 2014	10
<input type="checkbox"/>	First Case Study	Shown in Selected Views Only	Assignment	Mar 10, 2016	None	100
<input type="checkbox"/>	Camtasia Video Course	Shown in Selected Views Only	SCORM/AICC	None	None	100
<input type="checkbox"/>	Test 3 (Hidden)	Shown in Selected Views Only	Drop Two	Sep 3, 2013	Sep 1, 2013	10
<input type="checkbox"/>	Test 4 (Hidden)	Shown in Selected Views Only	Drop Two	None	Sep 1, 2013	10

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

You have successfully hidden grade center columns.

Success: Grade Center Organized

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create ColumnCreate Calculated ColumnManageReportsFilterWork Offline

Move To TopEmailSort Columns By: Layout PositionOrder: Ascending

Grade Information BarLast Saved: August 26, 2016 9:06 AM

Last Name	First Name	Username	Last Access	Weighted Total	Total	First Case S
<input type="checkbox"/> Bensiger	Joy	jbensiger	June 23, 2015	--	--	--
<input type="checkbox"/> Claymaker	Van	vclaymaker	August 26, 2016	--	--	--
<input type="checkbox"/> Demo	Doug	dougdemo35	May 6, 2016	--	--	--
<input type="checkbox"/> Demo	JB	jbdemo	May 7, 2014	--	--	--
<input type="checkbox"/> Runnings	Miles	mrunnings	May 5, 2016	--	--	--

Show Columns:

Hover your mouse over the **Manage** action button to open a drop down menu. Select **Column Organization**.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create ColumnCreate Calculated ColumnManageReportsFilterWork Offline

Move To TopEmailSort Columns By: Layout PositionOrder: Ascending

Grade Information BarLast Saved: August 26, 2016 9:06 AM

Last Name	First Name	Username	Last Access	Weighted Total	Total	First Case S
<input type="checkbox"/> Claymaker	Van	vclaymaker		--	--	--
<input type="checkbox"/> Runnings	Miles	mrunnings		--	--	--

Grading Periods

Grading Schemas

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

McGraw-Hill Connect Reports

McGraw-Hill Connect To Do List

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

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1. Check which columns you wish to show in the grade center
2. Once you are done checking which students to show, select **Show Selected Columns**.

Shown in Selected Views Only

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/> Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input checked="" type="checkbox"/> Course Blogs (Hidden)	Shown in Selected Views Only	Blog	None	Mar 10, 2014	10
<input type="checkbox"/> First Case Study	Shown in Selected Views Only	Assignment	Mar 10, 2016	None	100
<input type="checkbox"/> Camtasia Video Course	Shown in Selected Views Only	SCORM/AICC	None	None	100
<input checked="" type="checkbox"/> Test 3 (Hidden)	Shown in Selected Views Only	Drop Two	Sep 3, 2013	Sep 1, 2013	10
<input checked="" type="checkbox"/> Test 4 (Hidden)	Shown in Selected Views Only	Drop Two	None	Sep 1, 2013	10

Click **Show Selected Columns** to go back.

The columns are not shown until you click **Submit**. Click **Submit** to save the changes.

Shown in Selected Views Only

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/> Total	Shown in Selected Views Only	Calculated Grade		None	10 (may vary by student)
<input type="checkbox"/> Course Blogs	Shown in Selected Views Only	Blog	None	Mar 10, 2014	10
<input type="checkbox"/> First Case Study	Shown in Selected Views Only	Assignment	Mar 10, 2016	None	100
<input type="checkbox"/> Camtasia Video Course	Shown in Selected Views Only	SCORM/AICC	None	None	100
<input type="checkbox"/> Test 3	Shown in Selected Views Only	Drop Two	Sep 3, 2013	Sep 1, 2013	10
<input type="checkbox"/> Test 4	Shown in Selected Views Only	Drop Two	None	Sep 1, 2013	10

You have successfully shown the grade book columns.

Success: Grade Center Organized

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create ColumnCreate Calculated ColumnManageReportsFilterWork Offline

Move To TopEmail

Sort Columns By:Layout PositionOrder:Ascending

Grade Information BarLast Saved: August 26, 2016 9:06 AM

	Last Name	First Name	Username	Last Access	Weighted Total	Total	Course Blogs
<input type="checkbox"/>				June 23, 2015	--	--	--
<input type="checkbox"/>	Claymaker	Van	vclaymaker	August 26, 2016	--	--	--
<input type="checkbox"/>				May 6, 2016	--	--	--
<input type="checkbox"/>				May 7, 2014	--	--	--
<input type="checkbox"/>	Runnings	Miles	mrinnings	May 5, 2016	--	--	--