Grade Center allows you to move columns around in Blackboard to keep them organized. If you are looking to hide, unhide or delete a column, please refer to [this document](#).

1. Navigate to the **Full Grade Center** from the **Course Management Menu** located on the left-hand side (Figure 1).
2. Once inside the Full Grade Center, use the **Manage** drop down and select **Column Organization** (Figure 2).

3. Once inside the **Column Organization** menu, you may reorganize the columns by dragging and dropping into their new order using the directional arrows on the left (Figure 3).

4. To change column categories, click on the check boxes next to each column you’d like to change. Then, click the **Change Category to**… button (Figure 4).

5. Click **Submit** once you’re finished.