

# Organize Columns in Grade Center

Grade Center allows you to show, hide, and move columns around via the Course Organization page. If you are looking to hide, show, 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, click on the **Manage** drop down and select **Column Organization** (Figure 2).

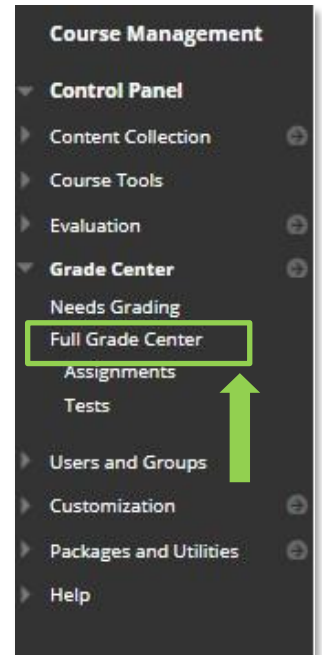


FIGURE 1

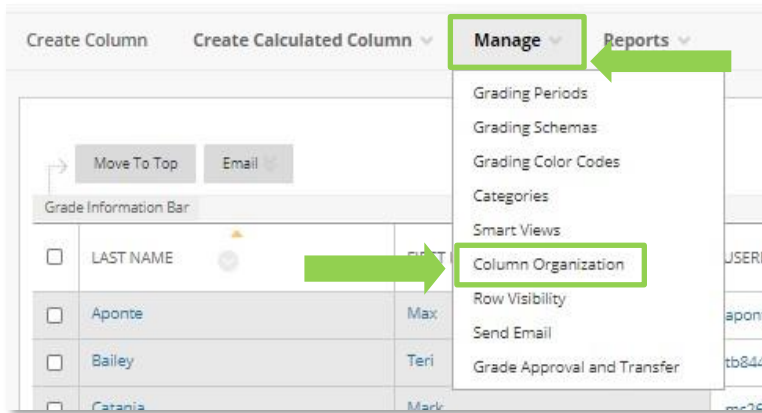



FIGURE 2

## Sorting Grade Center Columns

You can sort your columns to change the order they appear in for students and for instructors in the grade center.

1. Once inside the **Column Organization** menu, you may reorganize the columns by dragging and dropping them into your preferred order using the  **arrow icons** to the left of the Name columns (Figure 3).
2. Click **Submit** once you're finished.

## Categorizing Grade Center Columns

Grade Center allows you to categorize columns based on the type of grade the column is for. When you create certain Blackboard items such as surveys and tests, the column created in Grade Center will automatically be assigned the category for that type of item. You can change categories for most columns in Grade Center, although there are some special category types which cannot be changed:

- **Institution:** This category contains information about your students. You are not allowed to change the category type for these columns.
- **Calculated Grade:** This category is for columns created through the **Create Calculated Column** option in Full Grade Center. You are also not allowed to change the category type for these columns.

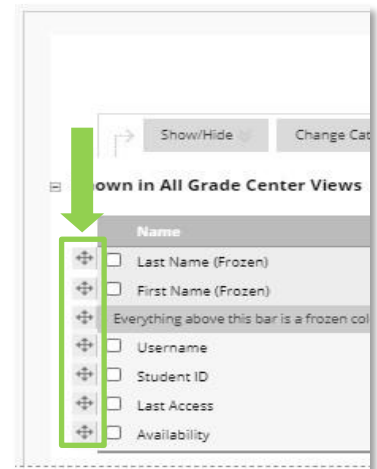


FIGURE 3



# Organize Columns in Grade Center

1. 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).

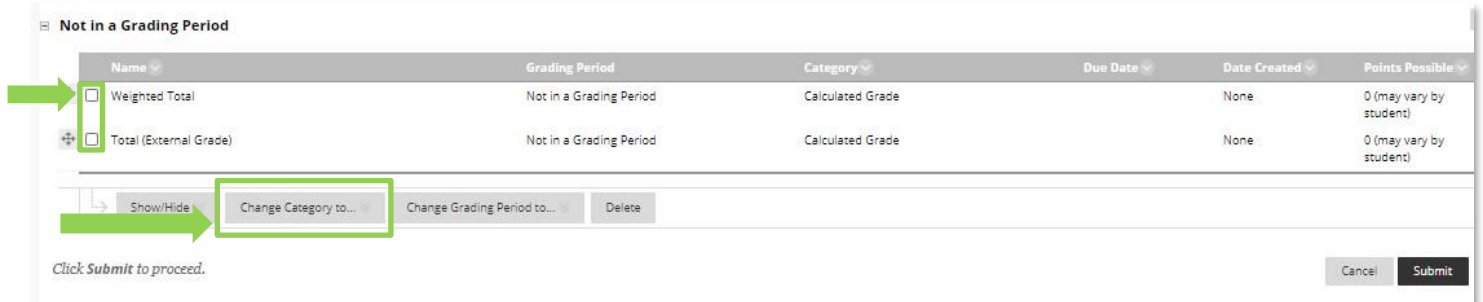


FIGURE 4

2. Select the category you'd like the selected columns to be categorized to. You can also select **No Category** to remove the categorization for the column (Figure 5).
3. Once you're finished, click on **Submit**.

## Hide, Show, or Delete Columns

You can also hide, unhide, or delete columns on the Column Organization page. For more information on hiding, unhiding, or deleting columns, please refer to [this document](#).

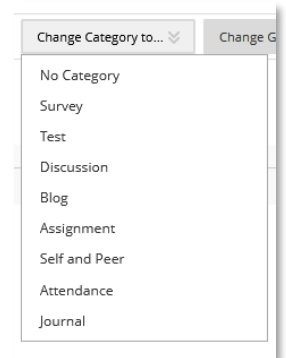


FIGURE 5