Updating Grade Center Columns Instructions

Purpose: Updating Grade Center Columns Instructions walks through the process of deleting extra or duplicate Total columns, organizing grade columns, and updating Due Dates on manually created grade columns.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Updating Grade Center Columns Instructions

Needed to Complete:

To complete “Updating Grade Center Columns Instructions”, you will need to:

- Be logged into Blackboard Learn
- Be in the course that needs the Grade Center columns updated
- Be enrolled as an Instructor or Teaching Assistant in the course

*Note* Steps 1 - 3 cover deleting extra/duplicate Total columns, Steps 4 - 6 cover organizing grade columns, and Steps 7 - 10 cover updating Due Dates on manually created grade columns.

Step 1: Navigate to the Full Grade Center

Navigate to the Full Grade Center. This can be accessed by expanding the Grade Center option under the Control Panel section on the left-hand navigation menu and clicking the Full Grade Center link.
Step 2: Move External Grade Designation

If the source course contained a manually created total column or changes were made to the default Total column, upon copy to the destination course, you will see two Total columns (the manually created or changed column and another Blackboard Learn supplied default column).

In order to remove the duplicate Total column, you must first move the External Grade designation (green check mark) to the Total column you would like to keep. If the External Grade designation is already on an appropriate column, continue to Step 3.

To move the External Grade designation, click the drop-down arrow that appears to the right of the column that you want to move it to (a Total column you will be keeping) and choose Set as External Grade.
Step 3: Delete Duplicate and/or Extra Total Columns

Delete duplicate and/or extra (such as Weighted Total if you only use a point-based Total column) Total columns by clicking the drop-down arrow that appears to the right of the column that you want to remove and choose Delete Column. Repeat for each duplicate/extra Total column that you would like to delete.

*Note* A column with the External Grade designation (green check mark) cannot be deleted. In order to do so, the External Grade designation must be moved to another column, as in Step 2.
Step 4: Access Column Organization

Access **Column Organization** by clicking the **Manage** menu option at the top of the page and choosing **Column Organization**.
Step 5: Drag and Drop to Organize Columns

Use the drag and drop feature to arrange grade columns in a logical order. To do this, click and hold the four-headed arrow icon that appears to the left of each listed grade column title. Then drag the grade column title up or down until it is in the desired location and drop (release) it. Repeat this for every grade column title you want to reorder.

Step 6: Submit Changes

Click the Submit button to confirm your changes.
Step 7: Access Edit Column to Update the Due Date on a Manually Created Grade Column

Access the Edit Column area by clicking the drop-down arrow that appears to the right of the manually created column (a grade column created using the Create Column button that is not connected to a Blackboard Learn object such as an Assessment, Discussion, etc.) which contains the Due Date that needs updating and choosing Edit Column Information.

Step 8: Update Due Date

Under 2. Dates, update the Due Date setting.
Step 9: Submit Changes

Under **Submit**, click the **Submit** button.

![Submit Button]

Step 10: Repeat Steps 7-9 For All Manually Created Grade Columns With Due Dates

Repeat **Steps 7 - 9** for all manually created grade columns with **Due Dates** that need to be updated.