

# Creating & Organizing Columns

Blackboard Learn Grade Center

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# Creating a Grade Center Column

### Manually Creating a Grade Center Column

To manually create a Grade Center column:

1) Click Create Column.

MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resou	rces Portal Admin				
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	train06	John Q.	Adams			Available				
* Control Panel	train03	Thomas	Jefferson			Available				
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2) The Create Grade Column page is displayed.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin				
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Customization	*										

- 3) Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5) Enter a **Description** of the column.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
		Primary D	isplay	Score Grades must be entit	ered using the set	lected format. Grades display i	n this format in both the	e Grade Center and My Grades.
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		Category		Assignment -	•			
		🜟 Points	Possible	10 🔶		-9		
		Associate	d Rubrics	Add Rubric ¥ Name	Туре	Date Last Edited		Show Rubric to Students
		2. Date	S					
		Date Crea	ated	May 28, 2013				
		Due Date		Enter dates as mm/d	d/yyyy. Time may	be entered in any increment.		
		3. Opti	ons					
			for the first option to exe ption to show column s			m calculations. Select No f	or the second option	to hide this column from Stude



- 6) Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
  - Score will display the grade as a score. Points Correct out of Points Available.
  - **Text** will display the grade in alphanumeric format. An example may be Satisfactory or Unsatisfactory. Text columns can contain non-graded information like a students home town, their lab partner, or their preferred name. Text columns cannot be included in Calculated Columns such as **Weighted Grade**, **Total Points**, **Average Grade**, and **Minimum/Maximum grades**.
  - **Percentage** will display the grade as a percentage. Points Correct divided by Points Available.
  - Note: Simply entering a Score for Grade Column that uses the Primary Display of Percentage will not calculate Percentage. To calculate a Score's Percentage select "Score" from the **Primary Display** drop down menu and select "Percentage" from the **Secondary Display** drop down menu.
  - Letter will display a letter grade A, B, C, D, F based on the points or percentage values defined in the Grading Schema.
  - **Complete/Incomplete** will display the words Complete or Incomplete for the grade to indicate whether the assignment has been completed.

# \*\*\*Grading Schema – once grading schemas are created they will appear as an option in the Primary and Secondary Display options.

- 7) Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8) Select a **Category** from the drop down menu. This associates the column to a Category.
  - Default Categories are included in the Grade Center. User defined Categories must first be created before they can be associated with a column.
  - Categories classify Grade Center Columns and can be used to create Smart Views that focus the view of Grade Center data or to create Calculated Columns.
- 9) Enter **Points Possible**. Denote the number of points assigned to this column. Non-numeric entries are not accepted.

Select a **Grading Period** from the drop down menu. The **Grading Period** drop down menu will only be displayed if Grading Periods have been defined.

**Note:** Columns that are assigned a **Due Date** are automatically associated with a Grading Period if the **Due Date** falls within the date range of the Grading Period. This option to automatically associate columns with a grading period is an option you can select when creating the Grading Period.

The system added field **Date Created**, displays the date the Grade Item was created. This information cannot be edited.

#### 10) Enter a **Due Date**. Select from the following:

- None there will be no due date for the Grade Item.
- **Due On** specify the due date and time for the Grade Item, including month, day and year.

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MyCLEmson Co	ourses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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		Due Date				$\odot$			
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			My Grades						
		4. Submit						(1	2)
		Click Submi	it to proceed. Click Cance	l to quit.					
								Cancel	omit

11) Set additional **Options** for the column by clicking **Yes** or **No** for the following:

- a. **Include this Column in Grade Center Calculations** the column is included in the possible selections of items when creating Calculated Columns, such as Weight Grades Columns or Total Point Columns.
- b. Show this Column to Students Grades will appear in My Grades, View Grades and the Report Card module when available.
- c. Show Statistics (average and median) to Students in My Grades includes statistical information with the grade value when shown to students.

#### 12) Click Submit.

The new column is added to the far right side of the Grade Center. However, you can always change the order of this column by hovering your mouse over the **Manage** action link and selecting **Column Organization** 

#### **Creating Calculated Columns**

In the Grade Center, you can calculate grades by combining multiple columns to attain performance results, such as class averages, final grades that are based on a weighted scale, or total points, or to drop the lowest quiz score, etc. These are called Calculated Columns. These columns, which display performance results, can be displayed to students or remain accessible to only the Faculty member, TA, and Grader. The possible Calculated Columns include the following:

• Average Column



- Minimum/Maximum Column
- Total Column
- Weighted Column

#### **Creating an Average Column**

An Average Column calculates and displays the numeric average for a selected number of Columns. An example of an Average Column would be if a faculty member wanted to display the average for all Tests, or display the average grade for each Student for a grading period. You also have the option of dropping the lowest or highest score before the average is taken.

To create an Average Column:

1) Hover your mouse over the Create Calculated Column action link and select Average Column.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
caraway-english220	caraway-eng	lish220 🕅 Grade	Center						Edit Mode is: ON
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				•					Icon Legend



2) The Create Average Column page is displayed.



- 3) Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5) Enter a **Description** for the Average Column.

CLEMS				💄 Chelsea Caraway 🛛 ▼
MyCLEmson	Courses	Workgroups Content Collec	tion Employees Students Clemson Resources Portal Admin	
		Path: p		Words:0 🥢
		Primary Display	Percentage  Calculated grades display in this format In both the Grade Center and My Grades.	
		Secondary Display	None 777777777777777777777777777777777777	
		2. Dates Date Created	Jul 11, 2013	
			to include all grade columns in the average. If Grading Periods exist, limit the columns included specific columns or categories in the average, choose Selected Columns and Categories.	in the average by choosing All Grade Columns in

- 6) Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7) Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
  - **Date Created** is automatically populated based on the system date and time.



- 8) In the **Select Columns** area, click the radio button to select which Columns, Categories or Grading Periods to include when calculating the Average Column. An Average Column can include the following options:
  - All Grade Columns Includes all Grade Columns in the average.
  - All Grade Columns in Grading Period Includes All Grade Columns in a specific Grading Period when generating the average.
  - Selected Columns and Categories Includes specific columns or categories in the average.

**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Average.

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MyCLEmison Courses	3. Select Col	e Columns to include all grade colu o include specific columns or cate; e All Grade Colu select: lat titendance ter grades third quarter tition Select: r	gories in the average, choose Selecte lumns umns and Categories	is exist, limit the columns included in the average by	choosing All Grade Columns in

- 9) In the **Columns to Select** box, select the Columns to include in the calculation of the Average Column.
- 10) Then click the right arrow button to move the columns to the **Selected Columns** area.
- 11) In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Average Column.
- 12) Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 13) To remove items from the **Selected Columns** area click the red, circular X icon



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		Test Discussion Attendance Category Info			÷					
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		4. Options								
			e first option to exclud to show column stati			n calculations. Select I	lo for the second option	to hide this column from	n Students in My Grades. Sele	ct Yes for
	15-	Include this Colo Center Calculati		Yes 💿 No						
	(16)-	> Show this Colur	mn to Students 🛛 🏾 🏾	Yes 💿 No						
	17-	Show Statistics median) for this Students in My C	column to	) Yes <sub> No</sub>						
		5. Submit								(18)
		Click Submit to	proceed. Click Canc	el to quit.					Cancel	Submit

- 14) Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
- 15) Click No to Include this Column in Grade Center Calculations.
- 16) Click No if you do not want to Show this Column to Students.
- 17) Click Yes if you want to Show Statistics (average and median) for this column to Students in My Grades.
- 18) Then click **Submit**.

#### Creating a Minimum/Maximum Column

A Minimum or Maximum Grade column displays either the minimum or maximum grade for a selection of Columns. This column can be displayed to the Students or just the Faculty. For instance, Faculty may choose to find the minimum scores of all the Tests from a Grading Period and display it only to the Faculty.

To create a Minimum/Maximum Column:

1) Hover your mouse over the **Create Calculated Column** action link and select **Minimum/Maximum Column**.

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(memarsh-spring201) Home Page Information Content Discussions Groups Tools	3) 121 121 121 121 121 121 121 121 121 12	When screen reade grade. When screen	n reader mode is off,	e is static, grades ca submit. Us	and grade n be typed e the arro	es may be entern d directly into the w keys or the tai	ed on the Grade Deta e cells on the Grade C o key to navigate thro eports ४	Center page. To e	nter a grade: clic	
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Content Collection	20	🔄 train06						** 2	**	
Course Tools		🔄 train03								
Evaluation	2	m train04								

- 2) The Create Minimum/Maximum Column page is displayed. Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 3) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 4) Enter a **Description** for the Minimum/Maximum Column.



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MyCLEmson	Courses	Workgroups	Content Collection	on Employees	Students	Clemson Resources	Portal Admin			
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Information  Content Discussions Groups	atalion 🖬 📓 Int 📾 ssions 📾 * indicates a required field. Cancel Submit									
Tools	B .	1. Colum								
Help	<b>E</b>	* Column	Name	Minimum guiz score f	or midterm	-2				
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Users and Groups Customization		This colu	mn reflects the mi	nimum quiz score fo	the midterm	grading period. 🔶	4			

- 5) Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 6) Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.

If a Grading Period has been created, you may use the drop down list that will display in order to select a **Grading Period**. This selects all the columns associated with a Grading Period.

- 7) **Date Created** is automatically populated based on the system date and time.
- 8) In the **Select Columns** area, select a radio button for the **Calculation Type**. This can be either Minimum or Maximum.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin	
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	Primary Display Percentage - 5 Calculated grades display in this format in both the Grade Center and My Grades.	
	Secondary Display None	
	2. Dates Date Created Jul 11, 2013	
	Date Created Jul 11, 2013	
	3. Select Columns	
	To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option. Choose AII Grade Columns to include all grade the defined set If Grading Periods exist, limit the columns included in the defined set by choosing AII Grade Columns in Grading Period. To include specific columns categories in the defined set, choose Selected Columns and Categories.	
	Calculation Type 💿 Minimum 💿 Maximum 🗲 🗕 🔞	
	Include in Minimum/Maximum O All Grade Columns Selected Columns and Categories	
	Columns to Select: Selected Columns:	
	Weighted Total Total guiz 1	



- 9) Next, click the radio button for **Selected Columns and Categories** or **All Grade Columns** to include when calculating the Minimum/Maximum Column. In creating a Minimum/Maximum Grade column, the Faculty can select from the following:
  - All Grade Columns Includes all Grade Columns in the minimum/maximum.
  - All Grade Columns in Grading Period Includes All Grade Columns in a specific Grading Period in the calculation of the minimum/maximum.
  - Selected Columns and Categories Includes specific columns or categories in the minimum/maximum.

**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Minimum/Maximum.

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MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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- 10) In the **Columns to Select** box, select the Columns to include in the calculation of the Minimum/Maximum Column.
- 11) Then click the right arrow button to move the columns to the **Selected Columns** area.
- 12) In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Minimum/Maximum Column.
- 13) Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 14) To remove items from the **Selected Columns** area, click of for the item to remove.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin
	Test Discussion Attendance Category information Category information
	4. Options
	Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.
	Include this Column in Grade 🛛 🕤 Yes 💿 No 룾 16
	Show this Column to Students 💿 Yes 💿 No 룾 17
	Show Statistics (average and  Wes No  Ves No Ves 18 Ves
	5. Submit (19)
	Click Submit to proceed. Click Cancel to quit.

- 15) Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
- 16) Click No to Include this Column in Grade Center Calculations.
- 17) Click No if you do not want to Show this Column to Students.
- 18) Click Yes if you want to Show Statistics (average and median) for this column to Students in My Grades.
- 19) Then click **Submit**.

	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
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20) The Grade Center is displayed with the new Calculated Column at far right.



#### Creating a Total Column

A Grade Center Total Points column is a grade based on the cumulative points received, related to the points allowed.

For example, Faculty may create a column to determine the final grade for the first quarter by creating a Grade Center Total Points column that includes all of the columns in the first quarter Grading Period. Alternatively, Faculty can create a Grade Center Total Points column that displays the percentages of a particular Grade Center column, or a Category or Categories.

You also have the option of dropping the lowest or highest score before the average is taken.

To create a Total Column:

1) Hover your mouse over the Create Calculated Column action link and select Total Column.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
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COURSE MANAGE	MENI							Edit Rows Displayed

- 2) Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 3) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 4) Enter a **Description** for the Total Column.

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MyCLEmson Co	ourses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
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Home Page Information 📾			calculates the total point iry display cannot be tota		Columns relate	d to the total number of po	ints allowed. Tota	al Columns are us	eful for generating a f	inal score. Columns with
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Grade Center Vusers and Groups	> 	This is t	the total for all quizzo	es taken during	the semeste	r, minus the quiz with t	he lowest scor	e. 🗲 🥑	$\mathbf{D}$	

- 5) Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 6) Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
  - Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.
- 7) **Date Created** is automatically populated based on the system date and time.

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MyCLEmson Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin		
	Primary Display Score S Calculated grades display in this format in both the Grade Center and My Grades.		
	Secondary Display None 6 This display option is shown in the Grade Center only.		
	2. Dates Date Created Jul 11, 2013 (7)		

- 8) Click the radio button to select which Columns, Categories or Grading Periods to include when calculating the Total Column. In creating a Total column, the Faculty can select from the following:
  - All Grade Columns Includes all Grade Columns in the total.
  - All Grade Columns in Grading Period Includes All Grade Columns in a specific Grading Period in the calculation of the total.
  - Selected Columns and Categories Includes specific columns or categories in the total.

**Note:** Columns and Categories that are not set to "Include in Grade Center Calculations" are ignored when calculating the Total.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
MyCLEmson	Courses	3. Sele Choose <i>P</i> Period. Tr Include in Colum Total quia quia grade Colum	of Columns Il Grade Columns to include include specific column Total ms to Select: uarter attendance ind quarter grades is from third quarter information ories to Select: y	lude all grade colu	imns in the tota the total, choo umns	Il If Grading Periods exists se Selected Columns and gories (8) Selecter (1) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	limit the columns inc I Categories.	OR Use only the des Calculate	ng
		Self a Test Disc. Atten	ial ind Peer ission Jance iry Information		÷	(12)			

- 9) In the Columns to Select box, select the Columns to include in the calculation of the Total Column.
- 10) Then click the right arrow button to move the columns to the Selected Columns area.
- 11) In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Column type you chose to select and move to the **Selected Columns** box.
- 12) Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 13) If you choose a category to include in the Total Column, additional options will be available in the **Selected Columns** area.
  - Select a **Grading Period** for the Category is only available when Grading Periods have been created.
  - **Drop Grades** removes a number of either the highest or lowest grades for the Category from the calculation.
  - Use Only the Lowest or Highest Value to Calculate removes all grades from the calculation except for the best or worst score.

14) To remove items from the **Selected Columns** area, click of for the item to remove.

CLEMS					💄 Chelsea Caraway 🧧 🔻
MyCLEmson	Courses	Workgroups Content Collection	n Employees Students	Clemson Resources Portal Admin	
		Category Information	Ŧ		
		Calculate as Running Total	Yes No A running total only includes items in grade.	at have grades or attempts. Selecting No includes all items in the calc	ulations, using a value of 0 for an item if there is no
		the third option to show colun Include this Column in Grade Center Calculations Show this Column to Student	n statistics to Students in My Grades	om calculations. Select No for the second option to hide this o	olumn from Students in My Grades. Select Yes for
		Show Statistics (average and median) for this column to Students in My Grades 5. Submit Click Submit to proceed. Clic	Yes  No	<b>)</b>	19
			·		Cancel Submit

- 15) Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.
- 16) Click Yes to Include this Column in Grade Center Calculations.
- 17) Click Yes if you want to Show this Column to Students.
- 18) Click No if you do not want to Show Statistics (average and median) for this column to Students in My Grades.
- 19) Then click **Submit**.

							🚨 Cheisea Caraway 🤳 🔻
MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
caraway-english220 * (caraway-english220)	MILLY						
Home Page	Gra	de Center : Fu	III Grade Ce	enter 🗵			
Information 🕮 🛛 📓	When screen re	ader mode is on the tab	le is static and ora	ades may be en	tered on the Grade Details	page accessed by a	selecting the table cell for the grade. When screen reader
Content 📓	mode is off, gra	des can be typed directly	into the cells on the	ne Grade Cente			grade value, and press the Enter key to submit. Use the arrow
Discussions	keys or the tab l	key to navigate through th	ie Grade Center. <u>N</u>	lore Help			
Groups	Create Colu	mn Create Calcul	ated Column 💝	Manage 3			Filter Work Offline ⇒
Tools 📓	<	_					
Help 📓	Law Have Te	Top Email 😒					Sort Columns By: Layout Position S Order: Ascending
Textbooks							Sort Columns By: Layout Position Sorder: Ascending
Homepage 🛛 📓	Grade Information		M		M	M	
	🔲 Last Name		🗵 Username	🖾 Studer		🖾 Availability	🖾 Weighted Total 🖾 🎯 Total 🛛 💆
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* Control Panel	Move To	Top Email 📎					20 Icon Legend
Content Collection							Edit Rows Displayed
Course Tools							
Evaluation							

20) The Grade Center is displayed with the new Total Column at far right.

#### Creating a Weighted Column

Most faculty identify in their syllabus for students the categories that their overall grade will be composed of. Students might see something similar to this:

• Quizzes: 20%



- Exams: 50%
- Attendance: 5%
- Group Projects: 15%
- Assignments: 10%

These are the weights assigned to specific categories. In Blackboard Learn you can create not only categories to assign to items in the Grade Center. You can also use these categories to create weighted columns and weighted totals.

For example, Faculty may create a Weighted Grade column that calculates a quarterly grade (grade for one quarter of the year), in which each Category, such as Test, Survey, and Assignment are given a certain percentage of the final quarter's grade. Alternatively, the Faculty may create a Weighted Grade that is the final grade for a course, with the quarters and exams included in the Weighted Grade.

Faculty can create any number of Weighted Grade columns, including Weighted Grade columns that include other Weighted Grade columns. For example

(Quiz = 20%) + (Homework = 10%) + (Participation = 20%) + (Exam = 50%) = (Quarter Grade)(Quarter 1 = 25%) + (Quarter 2 = 25%) + (Quarter 3 = 25%) + (Quarter 4 = 25%) = (Year Grade)

Faculty can create a Weighted Grade based on any column, or any Category in the Grade Center.

To create a Weighted Column:

1) Hover your mouse over the Create Calculated Column action link and select Weighted Column.



2) The Create Weighted Column page is displayed.

CLEMS								💄 Chelsea Caraway 🧧
MyCLEmson	Courses	Workgroups	Content Collect	ion Employees	Students	Clemson Resource	s Portal Admin	
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+ E E C C C C C C C C C C C C C C C C C		A Weighted Colu		displays a grade ba		ed number of Columns I a weighted grade. More		respective worth of the total
Information  Content Discussions Groups	8 8 8 8	* Indicates a rea		nary display carinot i	e uspiayeu as	a weighteu graue. <u>wore</u>	<u>s nep</u>	Cancel Submit
Tools Help Textbooks		1. Colum		Total Weighted Gra		3		
COURSE MANAG	S E M E N T	Description				ade Center. Cannot exceed	15 characters.	
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Evaluation Grade Center	» »		$\square Q \square \square$	▋▋∃₿₿ ᠈᠂¶"©©	-			
Users and Groups Customization Packages and Utilifie	×	The tota (%10).	l weighted grade	will be composed of	: Exams (50%)	), Quizzes (20%), Atte	ndance (%5), Group Proje	cts (15%), Assignments

- 3) Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5) Enter a **Description** for the Weighted Column.



CLEMS	<u>en</u>							💄 Chelsea Caraway
UNIVERS MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
		Primary Di	500		y in this format in	) both the Grade Center and My	/ Grades.	
		Secondary	1101	ne display option is sho	wn in the Grade	Center only.		
		2. Dates						
		Date Creat	ed May	29, 2013	<b>←</b> (8	)		
		3. Select	Columns					
			columns and categories Neighted Grade	to include in this	weighted grade	e and then set the weight	percentages.	
		Underg grad w Total Busine Module Assigni Quiz R Resum Mediun	esults	1	^	Selected Columns: Enter the weight percup to 100 percent.	entage for each item	Percentages should add

- 6) Select a **Primary Display** from the drop down menu. The default choice is Score. The format chosen is the primary or only format displayed to Students.
- 7) Select a **Secondary Display** from the drop down menu. This selection displays the secondary format for this Grade Item in the Grade Center in parenthesis.
- 8) **Date Created** is automatically populated based on the system date and time.

Use the drop down list to select a **Grading Period**. This selects all the columns associated with a Grading Period. The Grading Period list will not display unless Grading Periods have been created.



**Note:** In Blackboard Learn Weighted Columns can consist of a combination of both Columns and Categories. You do not have to choose one or the other.



- 9) In the **Columns to Select** box, select the Columns to include in the calculation of the Weighted Column.
- 10) Then click the right arrow button to move the columns to the Selected Columns area.
- 11) In the **Categories to Select** box, select the Categories of Columns to include in the calculation of the Weighted Column.
- 12) Then click the right arrow button to move the columns in the selected categories to the **Selected Columns** area.
- 13) To remove items from the **Selected Columns** area, click **o** for the item to remove.
- 14) Enter a percentage that reflects the weight for each selected Column.
- 15) If you chose categories, Select how to Weight Columns within the Category:
  - a. **Equally** applies equal value to all columns within a Category.
  - b. **Proportionally** values each Column based on its points possible compared to other Columns in the Category. Choose this option when you have assignments within a given category that have different point values.
- 16) **Drop Grades** removes a number of either the highest or lowest grades for the Category from the calculation.
- 17) **Use Only the Lowest or Highest Value to Calculate** removes all grades from the calculation except for the best or worst score.
- 18) The percentages of all Columns and Categories together should add up to 100 percent (or more).



19) Click **Yes** for **Calculate as Running Total** to include only items that have grades or attempts in the Running Total. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.



**Note:** The **Calculate as Running Total** can affect the Grade Distribution on the Column Statistics report.

- 20) Click Yes to Include this Column in Grade Center Calculations.
- 21) Click Yes if you want to Show this Column to Students.
- 22) Click No if you do not want to Show Statistics (average and median) for this column to Students in My Grades.
- 23) Then click **Submit**.

CLEMS							💄 Chelsea Ca	raway <mark>1</mark> 🔻
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
Home Page Information Content Discussions Groups Tools	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	table cell for the g	grade. When screen read cell, type the grade valu ore Help	der mode is off, gr e, and press the E	les may be ent ades can be ty	ered on the Grade Details bed directly into the cells o mit. Use the arrow keys or Reports 😵	n the Grade Center page the tab key to navigate t	e. To enter
Help Textbooks COURSE MANAG	SEMENT	Grade Information	Top Email S Bar Resume	Medium Quiz		Sort Columns By: Layout F	Position Order: As Last Saved:April 23,	
<ul> <li>Control Panel</li> <li>Content Collection</li> <li>Course Tools</li> <li>Evaluation</li> <li>Grade Center</li> <li>Users and Groups</li> <li>Customization</li> <li>Packages and Utilitie</li> </ul>		<ul> <li>train02</li> <li>train06</li> <li>train03</li> <li>train04</li> <li>memarsh100</li> <li>train05</li> <li>train01</li> </ul>		83.33%       	83.33%      	10.00             -	10.00        	
× Help		Selected Rows: 0	≺ Top Email ⊗				la	Con Legend

24) The Grade Center is displayed with the new Weighted Column at far right.

#### **Creating a Text Column**

A Text Column will display in the grade in alphanumeric format. An example may be Satisfactory or Unsatisfactory. Text Columns can contain non-graded information like a student's home town, their lab partner, or their preferred name. Text Columns cannot be included in Calculated Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grades.

To create a Text Column:

1) Click Create Column.

CLEMS									💄 Chelsea Caraway	1 •
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
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Textbooks Homepage 😰	8	Last Name Selected Rows: 0	🖾 First Name	Username	Student I	) 🗵 Last Access	s 🗵 Availability	😻 💋 Weighted To 🖾 🖉 Total	F.	
COURSE MANA Control Panel	GEMENT	/ Move To	Top Email S						Edit Rows Displa	
Content Collection	* *									

2) The Create Grade Column page is displayed.

CLEMS						
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources
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<ul> <li>memarsh-spring2</li> <li>(memarsh-spring2</li> </ul>		Crea	ate Grade Colu	mn		
Home Page						r gradable items are added to er by creating a Grade Colun
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Help	Ø	🜟 Column	Name Lab Pa	artner		3
Textbooks		Grade Cer	nter Name Lab Pa	artner		4
COURSE MANA	GEMENT	Descriptio		<ul> <li>Arial</li> </ul>	3 (12pt)	
* Control Panel		I I V D	T T Paragraph			
Content Collection	<u>^</u>	* []			$\mathbf{T}^{\mathbf{x}} \mathbf{T}_{\mathbf{x}} \mathbf{z}$	9 63 M ¶ — — _
			▶ $f_{\chi}$ . Mashups ▼	¶ " © Ü	\$ ⊞ ⊞	
Grade Center	4 4 4	This is th	e students lab partne	er for the semeste	er.   🕇 🕂 (5	
✓ Users and Groups						

- 3) Enter a **Column Name**. This is a formal name, and is displayed in the Grade Center if no **Grade Center Display Name** is entered. This field will accept 15 characters.
- 4) Enter the **Grade Center Display Name**. This appears as the column header in the Grade Center. This field will accept 15 characters in the column header. The Grade Center is the only area where this name is used.
- 5) Enter a **Description** for the column.

CLEMS							💄 Chelsea C
MyCLEmson	Courses	Workgroups	Content Collection	n Employees	Students	Clemson Resources	Portal Admin
		Primary Di	L	Text rades must be entered	using the selected	ed format. Grades display in this	s format in both the Grade Center and My Grades.
		Secondary		None nis display option is sh	own in the Grade	Center only.	
		Category	Ľ	No Category 💌			
		★ Points I	Possible				
		Associated	d Rubrics	Add Rubric ¥	уре	Date Last Edited	Show Rubric to Students
		2. Dates					
		Date Crea	ted M	lay 29, 2013			
		Due Date		nter dates as mm/dd/yy	yy. Time may be o	entered in any increment.	

- 6) Select **Text** from the **Primary Display** drop down menu.
- 7) Select None from the Secondary Display drop down menu
- 8) Select No Category from the Category drop down menu.
- 9) Enter **0** for the **Points Possible**.
- 10) Leave the box unchecked for **Due Date**.

CLEMS									💄 Chelsea Caraway	1 🔻
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
		🛧 Points	Possible	0						
		Associate	ed Rubrics	Add Rubric 🔻						
				Name	Туре	Date Last Edited		Show Rubric to Students		
		2. Date	es							
		Date Crea	ated	Jul 16, 2013						
		Due Date				$\odot$				
				Enter dates as mm/o	dd/yyyyy. Time may	be entered in any increment.				
		3. Opti	ons							
			for the first option to exc option to show column s			m calculations. Select No fo	or the second optio	n to hide this column from Students	s in My Grades. Select <b>Y</b> e	es for
			iis Column in Grade alculations	💮 Yes 💿 No	<b>←</b> ⓐ					
		Show this	Column to Students	⊚ Yes ⊚ No	<b>←</b> b					
		median) f	tistics (average and for this column to in My Grades	⊛ Yes ⊚ No	<b>←</b> ℃					
										$\sim$
		4. Subn							(1	2
		Click Sub	omit to proceed. Click Ca	ancel to quit.					Cancel Sul	bmit

11) Set additional **Options** for the column by clicking **Yes** or **No** for the following:

a. **Include this Column in Grade Center Calculations** – the column is included in the possible selections of items when creating Calculated Columns, such as Weight Grades Columns or Total Point Columns.



- b. Show this Column to Students Grades will appear in My Grades, View Grades and the Report Card module when available.
- c. Show Statistics(average and median) to Students in My Grades includes statistical information with the grade value when shown to students.

#### 12) Click **Submit**.

CLEMS UNIVERS								💄 Chels	sea Caraw
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
Information Content Content Discussions Groups	8	grade. When scre grade value, and	een reader mode is off, g press the Enter key to s	grades can be typ submit. Use the a	bed directly into row keys or the	ntered on the Grade Detai o the cells on the Grade C e tab key to navigate throu	enter page. To en	ter a grade: click the o nter. <u>More Help</u>	cell, type
Tools Help Textbooks		Create Column	OF Email W	d Column 😵	Manage ≽	Reports 😻	olumns By: Layou	Filter It Position Order:	Work O
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* Control Panel Content Collection	»	train02 train06	83.33%	83.33%	10.00	10.00			_
<ul> <li>Course Tools</li> <li>Evaluation</li> <li>Grade Center</li> </ul>	»	train03 train04							_
<ul> <li>Users and Groups</li> <li>Customization</li> </ul>	» »	<ul><li>memarsh100</li><li>train05</li></ul>							
Packages and Utilitie × Help	es »	train01 Selected Rows: 0						 III	•
		Move To 1	op Email 🛛						Icon I

The new column is added to the far right side of the Grade Center. However, you can always change the order of this column by clicking **Manage** and selecting **Column Organization**.

## Column Organization

The Column Organization page allows you to configure the columns in the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns
- Edit the Categories of columns
- Edit the Grading Periods of columns

Some of these technologies are also available through the drag-and-drop capabilities of the page.

To organize columns in the grade center:

- 1) Hover your mouse over the Manage action link and select Column Organization.
- 2) The Column Organization page is displayed.

## Freezing/Unfreezing Columns

Grade Center columns can be frozen in place so they do not move while scrolling the other data. The columns containing students' first and last names 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.

To freeze or unfreeze a column in the Grade Center:

1) Hover your mouse over the Manage action link and select Column Organization.

MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin	
nome Page Information Content Discussions Groups	88	grade. When scre	en reader mode is off,	grades can be ty	ped directly into	tered on the Grade Detail the cells on the Grade Co tab key to navigate throu	enter page. To enter	rag
Tools		Create Column	Create Calculate	d Column 💝	Manage 💝	Reports ⊗		
Help Textbooks	s S	Grade Information	listed Grandensen		Grading Period     Grading Schen     Grading Color     Categories	nas Sort C	olumns By: Layout I	Posi
COURSE MANA	GEMENT	Username	🖾 Medium Quiz A	🖾 Minimum qui		al Weighted	Total Weighted	8
Control Panel		Train02	83.33%	83.33%	Column Organi	ization 😽 🕂 (1)	10.00	
Content Collection	30	🔄 train06		-	Row Visibility Send Email			
Course Tools Evaluation		train03	**		> McGraw-Hill C Do List	onnect To		
Grade Center Users and Groups	>	memarsh100			> McGraw-Hill C Reports	onnect		
Customization	»	train05	×		> WileyPLUS Gr Refresh	ade		
Packages and Utilit								

- 2) The **Column Organization** page is displayed.
- 3) To freeze a column:
  - a. Click  $\bigoplus$  for the gray bar and drag it below the desired row.
  - b. Click 🔄 for the row and drag it above the gray bar.



MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
Information Content Discussions Groups Tools	8 8 8	The Column Org Columns in the C	anization page is divided Srade Center views. Row	i into various tabi s can be manipu	es that control lated to custom	how different Grade Cente ize the different views of th	er views are displayed le Grade Center. <u>More</u>	Rows in these table <u>Help</u>	s represent
Help								Canc	ol Dubasis
Textbooks								Canc	el Submit
			Show/Hide Change	Category to	Change Grad	ting Period to			
COURSE MANA	GEMENT	E Shown	in All Grade Center Vie	ews					(Ť.
Control Panel Content Collection			ame	(	irading Period	Category	Due Date	Date Created	Points Possible
Course Tools		🕂 🗖 U	sername (Frozen)			Institution			
Evaluation	6	🕂 🖾 Fi	rst Name (Frozen)			Institution			
Grade Center	2	🕂 🗐 La	ist Name (Frozen)			Institution			
Users and Groups	(1		thing above this bar is a froze	n column. Drag this	s bar to change w	hich columns are frozen.			
Customization		🕂 🖾 st	udent ID			Institution			
Packages and Utilit	lies	🕂 🗔 La	ast Access			Institution			
Help		🕂 🖾 Au	ailability			Institution			

- 4) To unfreeze columns:
  - a. Click  $\bigoplus$  for the gray bar and drag it above the desired row.
  - b. Click for the row and drag it below the gray bar.

#### Hide the column from students

To hide a column from the student's view of the Grade Center:

1) Click the action menu for the column to hide from the student view of the Grade Center.

CLEMS								💄 Chelsea Ca	araway 🚹 🔻 ┥
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
memarsh-spring2013	8 memarsh-spri	ing2013 🔯 Grade (	Center					Edit Mode is	: ON 💹 ?
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* memarsh-spring20 (memarsh-spring2 Home Page	013)	Grad	le Center : Full	Grade Cen	ter 🛛				
Information III Content Discussions		grade. When scr	een reader mode is off,	grades can be ty	ped directly into		Center page. To ente	by selecting the table cell t er a grade: click the cell, ty er. <u>More Help</u>	
Groups Tools		Create Colum	n Create Calculate	d Column 😵	Manage 💝	Reports ≽		Filter Wor	k Offline 👳
Help							1		
Textbooks		Grade Information	Fop Email 🛛			Sort	Coumns By: Layout	Position Order: As Last Saved:April 23, 3	
COURSE MANAG	EMENT	Username				ghted 🗵 💋 Business W	r 🗵 💋 Module 1 Po	Assignment 2 🗵	
* Control Panel		train02	John	Adams			10.00		
Content Collection	»	train06	John Q.	Adams					
Course Tools		train03	Thomas	Jefferson					

2) Then select **Show/Hide to Users**.



CLEMS								💄 Chel	sea Caraway 1
MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
caraway-english220 caraway-eng	lish220 🔯 Grade	Center						Edit I	Vode is: ON
Caraway-english220     (caraway-english220) Home Page	When screen re		ole is static, and gra	ades may be ente			selecting the table cell for the grade value, and press the B		
Information  Content		ey to navigate through t		lore Help		onex are con, type are y	grade valae, and press are c	Filter	Work Offline
Groups 🛛 Tools 🗳 < Help 🖄	Grade Information	Top Email 📎					Sort Columns By: Layout P	osition 😸 Order	Ascending 📎
Textbooks Homepage ⊠	Last Name Selected Rows: (	First Name	Username	Student	ID 🛛 Last Acces	s 🕅 Availability	🖾 💋 Weighted To	Total	Formation nd
COURSE MANAGEMENT * Control Panel	Move To	Top Email 📎					>	Edit Column Info Column Statistic Set as External G	rmation s /ed
Content Collection × Course Tools Evaluation ×							2-	Show/Hide to Us	
Grade Center >>							>	Sort Descending Hide Column Delete Column	
Customization × Packages and Utilities × V Help									

- 3) The system disables the selected column from the student view of the Grade Center.
- 4) The system also puts the **Column Not Visible to Users** icon at the top of the column in the view that Faculty see.

#### Hide the column from the Grade Center

To hide a column from the Grade Center:

1) Click the action menu for the column to hide from the Grade Center.

CLEMS	<u>N</u>							💄 Chelsea Caraway 🧃	•
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
caraway-english220	caraway-engl	ish220 🔀 Grade	Center					Edit Mode is: ON	?
caraway-english2 (caraway-english2 Home Page Information		When screen rea mode is off, grad		e is static, and gra into the cells on ti	ades may be ente he Grade Center			selecting the table cell for the grade. When screen reader grade value, and press the Enter key to submit. Use the arrow	
Content Discussions		Create Colum	nn Create Calcula	ted Column 💝	Manage ≽	Reports ≽		Filter Work Offline	
Groups Tools Help		Move To	Top Email 📎 n Bar					Sort Columns By: Layout Position Sorder: Ascending	2
Textbooks Homepage ⊠		Last Name Selected Rows: 0	First Name	Username	Student Student	ID 🛛 Last Access	s 🖾 Availability	Weighted To      Total     X     Sort Ascending     Icon Legend	
COURSE MANAG * Control Panel Content Collection	EMENT						1	Sort Descending     Hide Column     Edit Rows Displayed	

- 2) Then click Hide Column.
- 3) The Grade Center refreshes with the selected column removed.



### Displaying a hidden column in the Grade Center

To display a column in the Grade Center that has been hidden:

1) Hover your mouse over the Manage action link and select Column Organization.

CLEMS	<u>en</u>							💄 Chels	ea Caraway
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
memarsh-spring201	13 memarsh-spri	ing2013 📓 Grade (	Center					Edit Mo	ode is: ON
E 🗆		Success: Colum	n hidden. It can be sl	hown again fron	n the Column C	Organization page.			
memarsh-spring2     (memarsh-spring2     Home Page     Information     Content     Discussions     Groups     Tools		When screen rea grade. When screen	een reader mode is off, press the Enter key to	le is static, and g , grades can be ty submit. Use the a	rades may be en ped directly into arrow keys or the Manage 😵		Center page. To ente	er a grade: click the c er. <u>More Help</u>	
Help Textbooks	8	Grade Information	Fop Email 🚿		<ul> <li>&gt; Grading Perio</li> <li>&gt; Grading Sche</li> <li>&gt; Grading Color</li> <li>&gt; Categories</li> </ul>	mas Sort (	Columns By: Layout	Position Order:	▲ Ascending
COURSE MANA	GEMENT	Username	🗵 First Name	🗵 Last Name	> Smart Views	Module 1 P	🛛 🕺 Assignment 2	Quiz Results	*
* Control Panel		train01	George	😻 Washington	Column Organ	ization	(1)		
Content Collection	»	Train05	James	Monroe	<ul> <li>Row Visibility</li> <li>Send Email</li> </ul>				
× Course Tools		🔲 train06	John Q.	Adams	> Send Email	Connect To			
Evaluation	×	train02	John	Adams	Do List	00		10.00	
Grade Center	»	Train03	Thomas	Jefferson	> McGraw-Hill C Reports	Connect			
<ul> <li>Users and Groups</li> <li>Customization</li> </ul>		train04	James	Madison	> WileyPLUS G	rade			
Packages and Utiliti	ies »	memarsh100	Melissa	Marsh	Refresh				



2) The Column Organization page is displayed.

CLEMS								💄 Chelse:	a Caraway 🧧 🔻
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
Tools Help								Can	cel Submit
Textbooks		⇒ ⊡ Shown	Show/Hide Change > Hide Selected Columns > Show Selected Column			ling Period to			6 †↓
COURSE MANAG	GEMENT	Na	Show Selected Column in All Grade Center Vie	IS	Grading Period				Points Possible
Control Panel     Content Collection	»		ername (Frozen)			Institution			
<ul> <li>Course Tools</li> <li>Evaluation</li> </ul>	x	⊕ 🗆 La	st Name (Frozen) st Name (Frozen)			Institution			
Grade Center	** **		hing above this bar is a froze ident ID	en column. Drag thi	is bar to change wi	hich columns are frozen. Institution			_
<ul> <li>Users and Groups</li> <li>Customization</li> </ul>	»		st Access ailability			Institution			
Packages and Utiliti × Help	es »					institution			
		🖃 Not in a	Grading Period						î.
		Na	ime 🔀	(	Grading Period	Category 🐱	Due Dat	te Date Created	Points Possible 🔀
		4 🗆 Un	dergrad Weighted Total	1	Not in a Grading P	eriod Calculated Gra	de	None	0 (may vary by student)
		(4)	ad weighted total (Hidden)	1	Not in a Grading P	eriod Calculated Gra	de	Jan 10, 2013	0 (may vary by student)
			tal (External Grade) (Hidden	) 1	Not in a Grading P	eriod Calculated Gra	de	None	32 (may vary by student)

- 3) The columns that are hidden can be identified by the italic text and the word (Hidden) after the column Name.
- 4) Select the checkbox for the hidden column to display in the Grade Center.
- 5) Hover your mouse over the **Show/Hide** action link and select **Show Selected Columns**. The Column Organization page automatically updates to show the column.
- 6) Then click Submit.

#### Moving or Re-arranging Columns in the Grade Center

To move or re-arrange columns in the Grade Center:

1) Hover your mouse over the Manage action link and select Column Organization.

MyCLEmson	Courses	Workgroups Co	ontent Collection	ent Collection Employees		Clemson Resources	Portal Admin			
Information Content Discussions Groups		grade. When screen r	reader mode is off, g is the Enter key to s	grades can be ty ubmit. Use the a	ped directly into th	red on the Grade Details le cells on the Grade Cen ab key to navigate througi Reports 🛠	ter page. To enter a	ag		
Tools Help Textbooks		Move To Top Grade Information Bar	Email		Grading Periods     Grading Schema     Grading Color Co     Categories	Sort Col	Sort Columns By: Layout Posit			
COURSE MANA	GEMENT	🖬 Username 🛛 🖺	🗄 Medium Quiz A 🗄	🛛 Minimum qui	> Smart Views	al Weighted 🖹	Total Weighted			
Control Panel		Train02	83.33%	83.33%	Column Organiza	ation et (1)	10.00			
Content Collection		Train06		**	> Row Visibility					
Course Tools		train03		22	Send Email McGraw-Hill Con	port To	92 92			
Evaluation	20	T train04			Do List	nett to				
Grade Center	2	memarsh100			McGraw-Hill Con Reports	nect				
Users and Groups Customization		train05	5		> WileyPLUS Grad	le				
Cusionization	1997	T train01			Refresh					
Packages and Utilit	es									

2) The Column Organization page is displayed.

	C	olumn Orga	nization									
			s divided into various ta Grade Center views. R									
			Grade	e Center: Full Grade Center ⊠								
					the g	rade. In the inter	ractiv	<u>de,</u> the table is static e mode of the Grade and the Enter key to	Center, gr	ades can	be typed directly in	
		→ Show/Hide 🏹	Change Category to	. 🗸 Change Gr	Cr	eate Column	С	reate Calculated	Column 👋	Man	age ≫ Repo	orte
Ξ	Sho	wn in All Grade	Center Views									
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	1.1				_	ade Information Bar	r N					_
	- 1			Grading Period	_	Last Name	<u>×</u>		Username	. 🖄	Assignment 1	
	<b></b>	Last Name (Froz	(00)			Washington		George	train01		-	-
					÷	Smith		James Anne	train04 train05		-	-
	\$	First Name (Froz	en)		÷	Jones		Sally	train06		-	-1
	\$	Username (Froz	en)		_	Jefferson		Thomas	train03		-	-1
	ф I	Everything above this	bar is a frozen column. D	rag this bar to char	-	Adams		John	train02			-1
	\$	Assignment 1		Shown in Selecte		no oatogo	19 19	· · · · · · · · · · · · · · · · · · ·		2010	han denk gelen and UV	
	$\Leftrightarrow$	Attendance 8-24	ŧ.	Shown in Selected		No Catego	гу	Non		May 26,	10	

- 3) Click + for the column to move.
- 4) Then drag the column up in the list to move it to the left in the Grade Center. Drag the column down the list in order to move it to the right in the Grade Center.
- 5) Drop the column in its new location in the Grade Center.

#### **Deleting Columns from the Grade Center**

**Note:** You can only delete columns from the Grade Center that were created in the Grade Center. If a column was automatically generated as part of an assignment, test, etc. The item associated with the column has to be removed first before the column can be deleted from the Grade Center. For example, if Assignment 1 is under the Module 1 link in the menu, Assignment 1 has to be removed from Module 1 before you can delete the related column from the Grade Center.

**Note:** There are specific columns used by Blackboard Learn that cannot be removed from the Grade Center. These columns include: First Name, Last Name, Username, Student ID, Last Access, Availability, and Total. Some of these columns can be hidden if necessary.

To delete a column from the Grade Center:

1) Click the action link for the Column to delete from the Grade Center.



2) Then click **Delete Column**.



3) Click OK.