My Grade Tool in Blackboard (II)

- Change column settings
- Freeze and unfreeze column
- Reorder columns
- Hide and show column

Part I. Change column settings

1. From the Grade Book screen, click “Grade Book Options”, and from the Action Links menu, click “Column Settings”

![Image of Grade Book screen with Column Settings options]

2. At the Column Settings screen, you can change the following column settings of the grade columns.

   - **Column label**
     
     **Note.** Unless it is a default column or a column created from within a tool. For example, you cannot rename the Last Name, First Name, User ID, or Role columns, or an assignment column.

   - **Column type.** The types available for section depend on the original column type. For example, you can only change an alphanumeric column to numeric or text; calculated and section list column can only be changed to numeric, alphanumeric, or text.
     
     **Note.** You cannot change the column type for grading form columns.

   - **Alignment** of the column – left, center, or right
- **Release grades** to students – Yes or No
- **Graded column**, unless it is a default column, a column created from within a tool, or it already contains data.
- **Decimal places** displayed in the column – 0, 1, 2 or 3
- **Maximum value** for the column
- **Column statistics** to be released to students – None, Average only, or All

⇒ To change a single column setting, locate and click on the desired options under the appropriate column.
To apply the same setting change to multiple columns, Select the check box above the appropriate columns and apply the desired options.
Part II. Freeze and unfreeze column
Freezing columns means keeping the Last Name and First Name column fixed on the screen while you scroll horizontally. It allows you to see the user names that correspond to the column data when viewing a Grade Book tab with numerous columns. You can unfreeze columns if this isn’t necessary.

1. From the Grade Book screen, click “Grade Book Options”.

2. Click “Unfreeze Columns” or “Freeze Columns”. The menu will say Unfreeze Columns are currently frozen, and Freeze Columns if they are currently unfrozen.
Part III. Reorder columns
You can determine the left-to-right order of columns in the Grade Book. The order of columns is set per Grade Book tab. By default, the columns that appear first, from left to right, are the Last Name, First name, User ID, and Role columns. Columns you create appear from left to right, in the order that they were created.

1. Locate the tab that contains the columns that you want to reorder and click “Reorder Columns”.

2. Next to each column you want to move, select the check box.
3. Move the selected columns by clicking the appropriate "**Move Selected Items Above**" icon or the "**Move Selected Items to Bottom of List**" icon. The column at the top of the list appears as the left-most column in the Grade Book tab view; column at the bottom appears at the farthest right. Click "**Save**".

4. As the result, Sample Midterm is now before Midterm.
Part IV. Hide and show column

To hide one column at a time, locate the column you want to hide, and from the View Options for This Column menu, click “Hide Column”.

Note. You cannot hide the Last Name or First Name column.

To hide multiple columns:
1. Click “Reorder Columns”.
2. Select the columns and click “Hide”, and click “Save”.

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ßen To show columns:

1. Click “Reorder Columns”.

2. Select the columns and click “Show”, and click “Save”.

![Reorder Columns](image)