# Flexible Learning - Blackboard

Organizing Grade Center Data

Knowing how to organize the Grade Center can help instructors keep better track of how students are performing in their course and also can impact the way students see course grades when they access the My Grades menu in their Blackboard course.

The sections below will outline how instructors can manipulate how they view student grades within the Blackboard Grade Center.

### Hide User Rows Using the Contextual Menu

1. Move the mouse pointer over a student's name cell and click the down arrow to access its contextual menu.
2. Click **Hide Other Rows** to remove all but the user's row from view.

-OR-

Click **Hide Row** to hide the user's row.

3. If Hide Other Rows is selected, show all rows again by clicking the down arrow next to the remaining students name and select **Show All Rows** in the user's contextual menu.

4. If Hide Row is selected, the user can be displayed again by hovering over **Manage**, selecting **Row Visibility**, selecting the student names to be displayed, clicking **Show Rows** and then **Submit**.
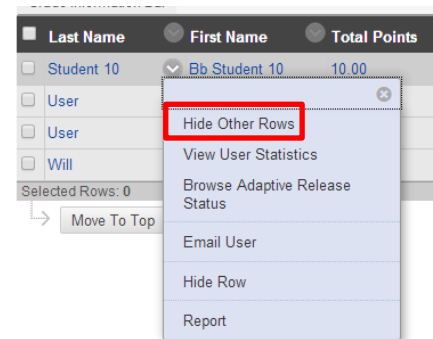
Hide Columns from Students

Instructors have the ability to hide columns for assignments from student view that they do not want students to see.

1. While in the **Full Grade Center**, click on the dropdown arrow next to the column name to reveal the column's contextual menu.

2. Select **Hide from Students (on/off)** to hide the column/grade from students.

3. Instructors will notice that a Column Not Visible to Users icon ( ) appears in the column header.

4. Clicking on the Hide From Students option again will remove the Not Visible to User icon ( ) and make the Grade Center column viewable to students.
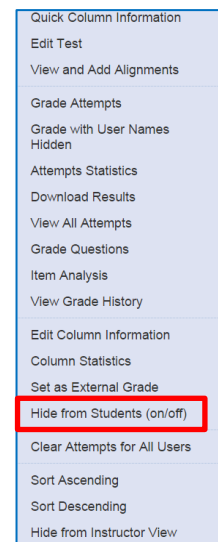
Hide Columns from Instructor View

Instructors have the ability to hide columns for assignments from the grade center view that they do not want to view in the Grade Center.

1. While in the **Full Grade Center**, click on the dropdown arrow next to the column name to reveal the column's contextual menu.

2. Select **Hide from Instructor View** to hide the column from Grade Center view.

3. Instructors can unhide the column by clicking on Manage
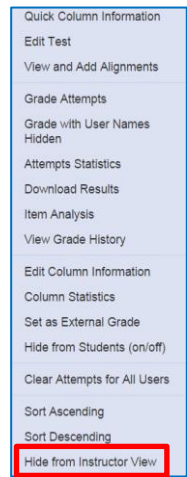
Organize Columns in the Grade Center

The **Column Organization** page allows instructors to view all the columns in the Grade Center on one page. You can quickly reorder the columns, and the changes you make appear in the Grade Center grid.

From the Column Organization page, instructors can organize Grade Center columns in the following ways:

- Reorder columns quickly using the drag-and-drop function or by using the reorder ( ) button.
- Freeze or unfreeze columns in the first table. If you freeze a column, it remains stationary when scrolling through the Grade Center view.
- Hide or show multiple columns.
- Change a grade column's category or grading period.

How to Access the Column Organization Page:

1. In the Grade Center, point to Manage on the action bar to access the drop-down list.
2. Click Column Organization.

Hide, Show, or Move Columns

Use the functions on the action bar to show or hide columns, move columns to categories and grading periods, remove columns from categories and grading periods, or move columns into the first and last tables. Select one or multiple columns' check boxes and make a selection from a drop-down list. Hidden columns do not appear in the Grade Center grid, but all data is retained. You can show hidden columns at any time.
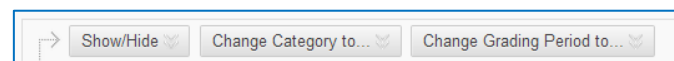
Note: From the Grade Center grid, you can also hide a column using its contextual menu and selecting Hide Column. The column is only hidden from *your* view, not from students in My Grades.