Blackboard 9.1 – How to Quickly Change Multiple Column Category Settings At Once

Use the steps below when you want to quickly update several Grade Center columns to a new category setting.

1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Click on Manage button.

3. Select Column Organization.

4. Click on the check box for each column needing a category change.

5. Click on the Change Category to menu button.

6. Select the desired category from the list.

7. Click the Submit button to update column categories.