Blackboard 9.1 – How to Edit A Grade Center Column

Use the following steps to make any changes to the settings of a Grade Center column.

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

2. **Click** on the column’s contextual menu that needs editing and select **Edit Column Information**.

3. Make the desired column settings changes.

4. **Click** the **Submit** button to update column settings.