



## How to Manage Your Grade Book Columns

This document will show you how to use the Manage Items feature in your Blackboard course grade book.

1. Select the **Control Panel** link, and then select the **Gradebook** link in the **Assessment** area.

The screenshot shows the Blackboard Control Panel for Columbus State Community College. The 'Assessment' section is expanded, and the 'Gradebook' link is highlighted with a red box. A blue callout box points to the 'Gradebook' link with the text 'Select the Gradebook link'.

2. Click on the **Manage Items** button.

The screenshot shows the 'Gradebook View Spreadsheet' in Blackboard. The 'Manage Items' button is highlighted with a red box. A blue callout box points to the 'Manage Items' button with the text 'Select the Manage Items link'.

Name (Last, First)	Homework 1 Homework Pts Possible 25 Weight 0%	Homework 2 Assignment Pts Possible 25 Weight 0%	Running Total Pts Possible 60	Weighted Total
demo00, demo00	16	-	16	Not Applicable
demo01, demo01	12	-	12	Not Applicable
demo02, demo02	20	Done	20	Not Applicable
demo03, demo03	-	-	-	-

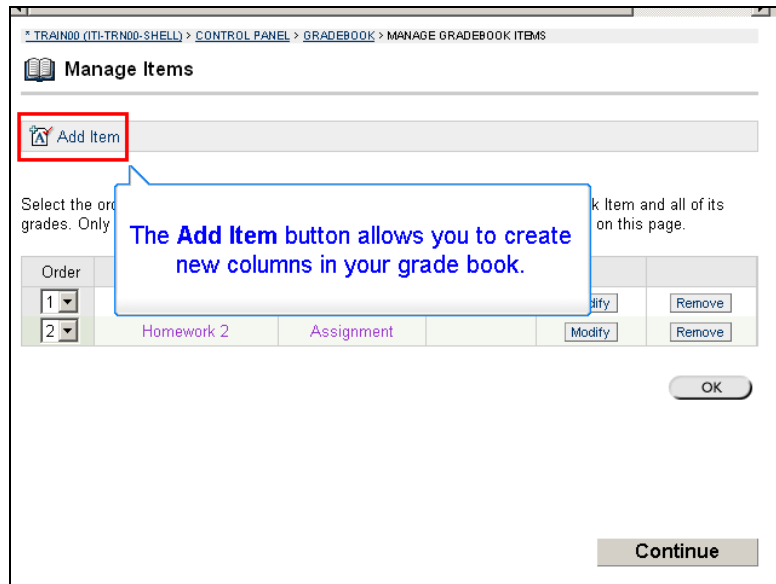
4 Users  
Displaying records 1 - 4

In Progress  
- No Information  
! Needs Grading

3. There are four tools available in the **Manage Items** area.

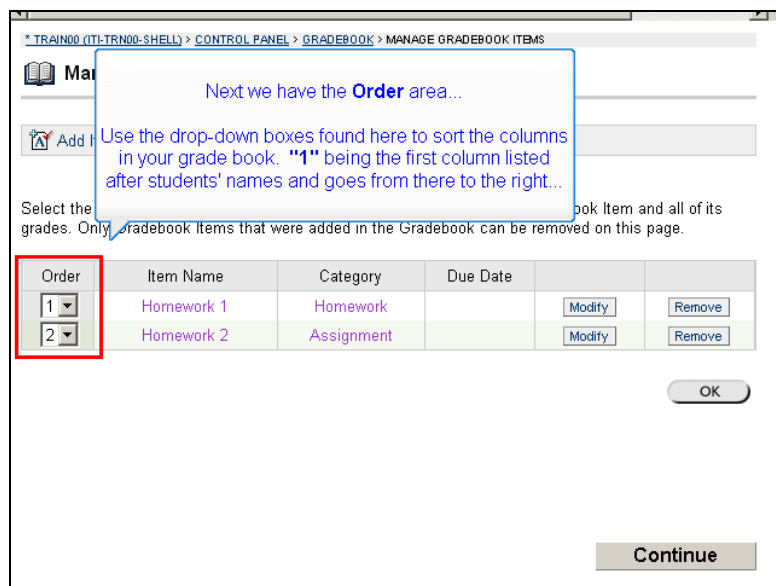
a. Add Item.

The **Add Item** button allows you to create new columns in your grade book. For more information on this see the “How to Add Columns in the Grade Book” handout.



b. Order.

The numbered drop-down boxes are used to change the order of the columns in your grade book.



- i. Locate the grade book column you want to re-sort and select the drop-down box.

Manage Items

Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

Order	Item Name	Category	Due Date	Modify	Remove
1	Homework 1	Homework		Modify	Remove
2	Homework 2	Assignment		Modify	Remove

Let's take a look at how to re-order our two grade book columns....

First, locate the column you want to re-sort, and select its drop-down box.

OK

Continue

- ii. In this example, let us change **Homework 2** to be the first column. Select **1** from the drop-down box.

Manage Items

Add Item

Select the order in which to display items. Select **Remove** to remove a Gradebook Item and all of its grades. Only Gradebook Items that were added in the Gradebook can be removed on this page.

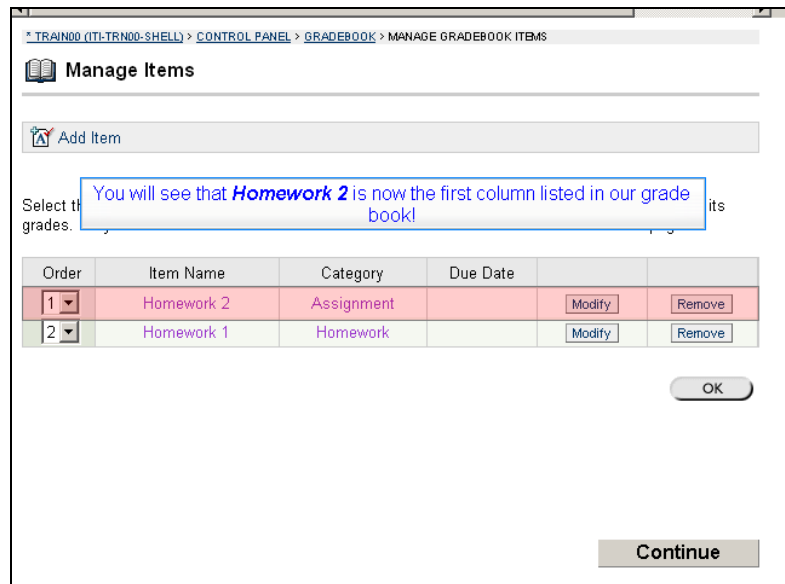
Order	Item Name	Category	Due Date	Modify	Remove
1	Homework 1	Homework		Modify	Remove
1	Homework 2	Assignment		Modify	Remove

We want **Homework 2** to be the first column in the grade book, so we select number one from the drop-down box.

OK

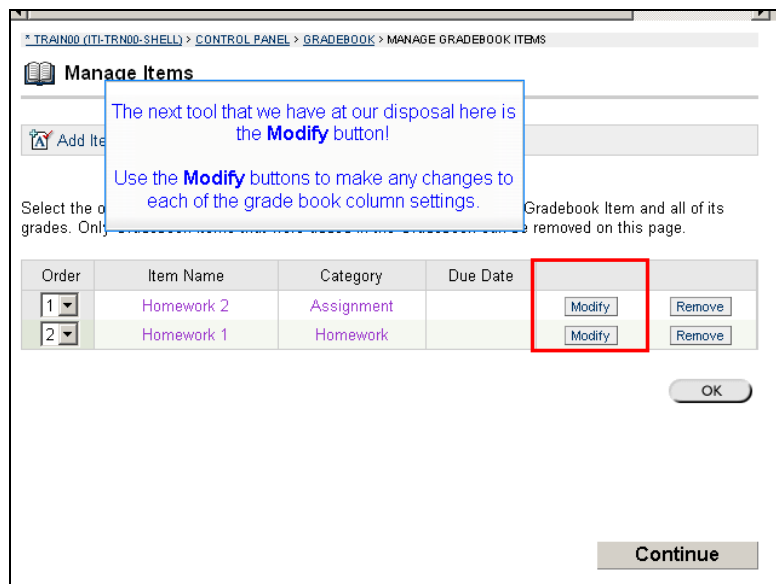
Continue

- iii. The display is immediately changed and you will now see **Homework 2** in the first position.



- c. Modify.

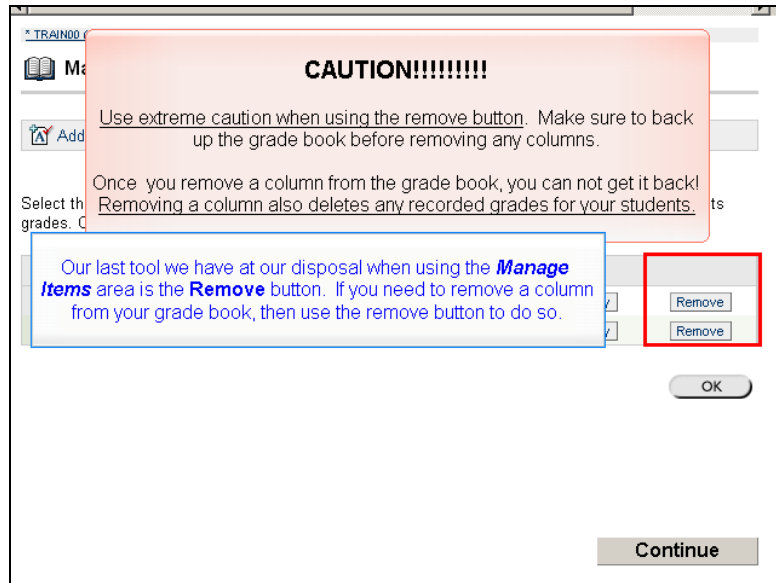
Use the **Modify** button to make any changes to the settings for the corresponding grade book column. The "How to Add Columns in the Grade Book" handout describes the different settings.



d. Remove.

The **Remove** button will delete the corresponding grade book column.

**USE EXTREME CAUTION!!!** This will delete the grade book column and all associated student grades. Once deleted, there is no way to recover or 'undelete' the column.



4. Click the **OK** button to return to the **Gradebook View Spreadsheet**.

