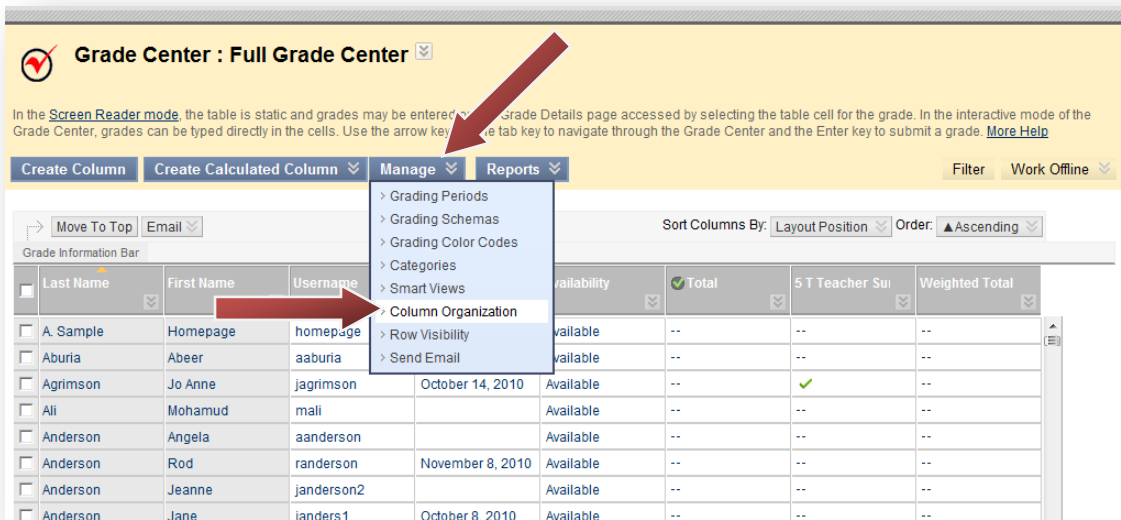


How can I sort the Grade Center columns?

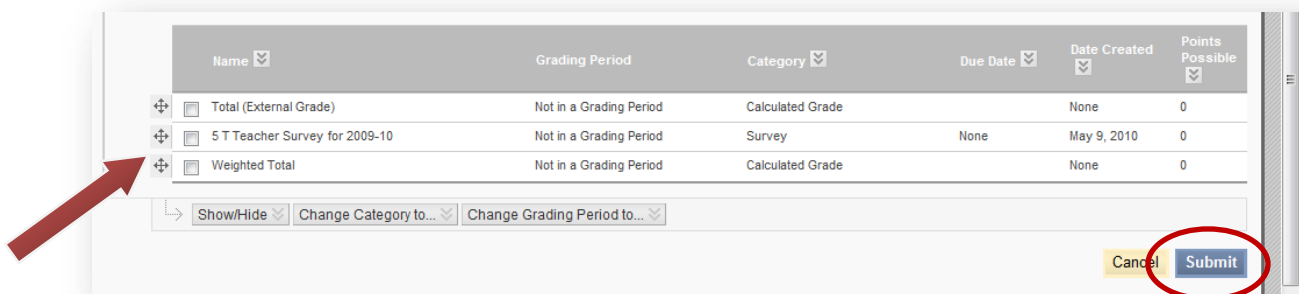
- Step 1: Log into the Blackboard course you wish to modify and go into “Control Panel”
- Step 2: Select “Grade Center”
- Step 3: Select “Manage” and then select “Organize Grade Center”



The screenshot shows the Blackboard Grade Center interface. At the top, there is a header "Grade Center : Full Grade Center". Below the header, there are several tabs: "Create Column", "Create Calculated Column", "Manage", and "Reports". The "Manage" tab is selected, and a dropdown menu is open, showing options: "Grading Periods", "Grading Schemas", "Grading Color Codes", "Categories", "Smart Views", "Column Organization", "Row Visibility", and "Send Email". The "Column Organization" option is highlighted. Below the menu, there is a table with columns: "Last Name", "First Name", "Username", "Availability", "Total", "5 T Teacher Sur", and "Weighted Total". A red arrow points to the "Manage" tab, and another red arrow points to the "Column Organization" option in the dropdown menu.

Moving columns in the Grade Center

- Step 4: Click and drag the name cell up or down in the list and then click submit when finished.



The screenshot shows a list of columns in the Grade Center. The columns are: "Name", "Grading Period", "Category", "Due Date", "Date Created", and "Points Possible". The list contains three rows: "Total (External Grade)", "5 T Teacher Survey for 2009-10", and "Weighted Total". A red arrow points to the "Weighted Total" row. At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.