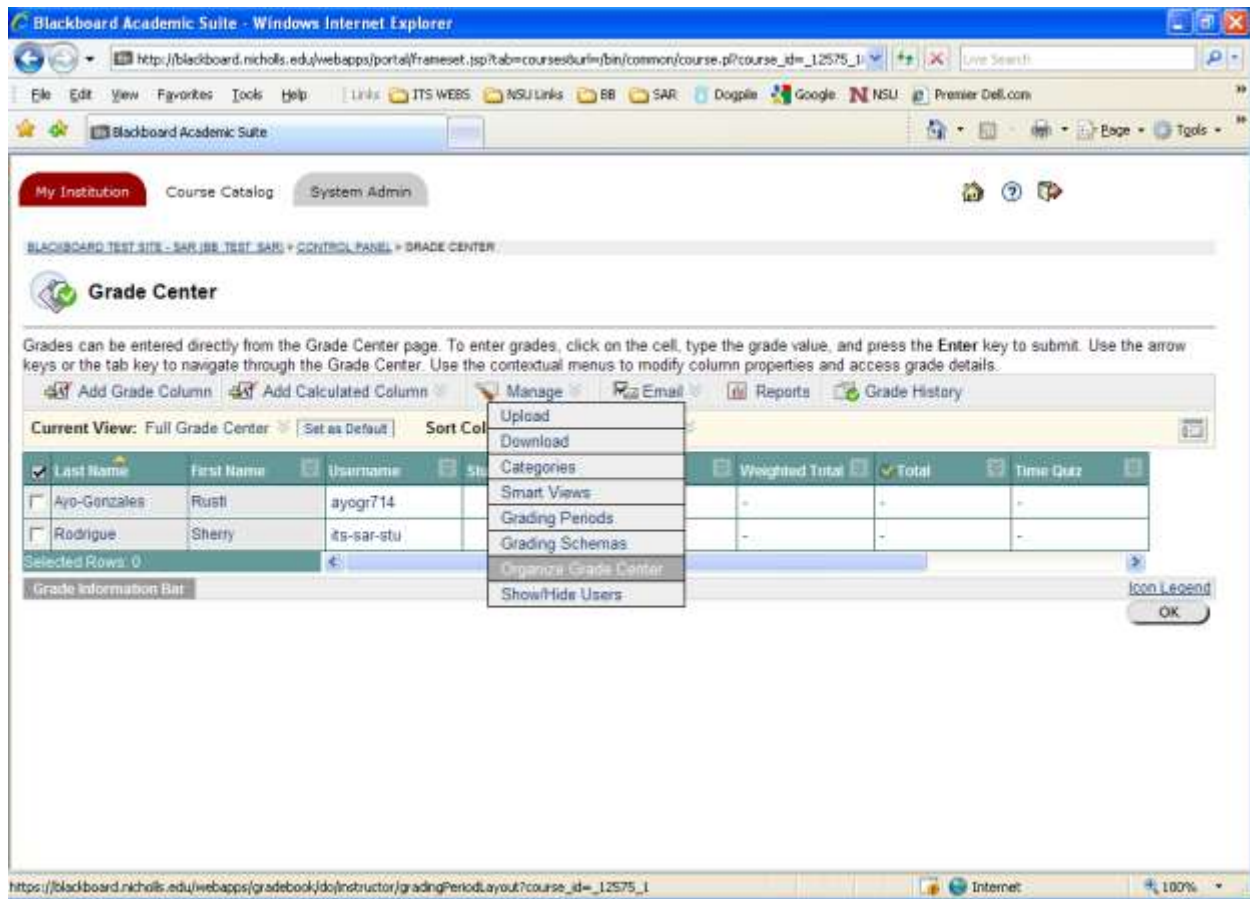


How to display a column that has been hidden:

- In the Grade Center, click **Manage, Organize Grade Center**



The screenshot shows the Blackboard Academic Suite interface in Internet Explorer. The browser title is "Blackboard Academic Suite - Windows Internet Explorer". The address bar shows the URL: http://blackboard.nicholls.edu/webapps/porta/frameset.jsp?tab=courses&url=/bin/common/course.pl?course_id=_12575_1. The page title is "Grade Center".

The interface includes navigation tabs: "My Institution", "Course Catalog", and "System Admin". Below these are links for "BLACKBOARD TEST SITE", "SAR/JER TEST SAR", "CONTROL PANEL", and "GRADE CENTER".

The main content area is titled "Grade Center" and contains instructions: "Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details." Below the instructions are buttons for "Add Grade Column", "Add Calculated Column", "Manage", "Email", "Reports", and "Grade History".

The "Current View" is set to "Full Grade Center" and "Sort Col" is set to "Last Name". A table displays student information:

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Stu	Weighted Total	Total	Time Quiz
<input type="checkbox"/>	Ayo-Gonzales	Rusti	ayogr714		-	-	-
<input type="checkbox"/>	Rodrigue	Sherry	its-sar-stu		-	-	-

Below the table, there is a "Selected Rows: 0" indicator and a "Grade Information Bar". A contextual menu is open over the table, showing options: "Upload", "Download", "Categories", "Smart Views", "Grading Periods", "Grading Schemas", "Organize Grade Center", and "Show/Hide Users". The "Organize Grade Center" option is highlighted. A "Show/Hide Users" button is visible at the bottom right of the menu.

The browser status bar at the bottom shows the URL: https://blackboard.nicholls.edu/webapps/gradebook/do/instructor/gradingPeriodLayout?course_id=_12575_1 and the zoom level is 100%.

- The column that is hidden appears in gray
- **Check** the column you need to unhide
- Click **Show/Hide**, and **Show Selected Columns**
- The column should now appear black
- Click **Submit**

Blackboard Academic Suite - Windows Internet Explorer

http://blackboard.nicholls.edu/webapps/portals/frameSet.jsp?tab=courses&url=/bin/common/course.pl?course_id=12575_1

File Edit View Favorites Tools Help Links ITS WEBS NSU Links BB SAR Dogpile Google NSU Premier Dell.com

Blackboard Academic Suite

My Institution Course Catalog System Admin

BLACKBOARD TEST SITE - SARJBB TEST SARI - CONTROL PANEL - GRADE CENTER - ORGANIZE GRADE CENTER

Organize Grade Center

Columns which are **Shown in all Grade Center Views** will be visible in the Grade Center at all times. If no Grading Periods have been created all other columns will be **Shown in Selected Views Only** and are only visible in the Full Grade Center View and all appropriate Smart Views. If Grading Periods have been created columns which are not associated with a specific Grading Period will be identified as **Not in a Grading Period**. Reorder columns by dragging them to the desired location. If Grading Periods have been created, reorder them using the contextual menu. Add or modify Grading Periods on the [Manage Grading Periods](#) page. Other bulk actions can be performed using the action bar options.

Show/Hide Modify Category Modify Grading Period

Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views

Center Views

	Grading Period	Category	Due Date	Creation Date	Points Possible
		Institution			
		Institution			
Everything above this bar is a frozen column. Drag the bar to change which columns are frozen.					
<input type="checkbox"/>	Username	Institution			
<input type="checkbox"/>	Student ID	Institution			
<input checked="" type="checkbox"/>	Last Access (Hidden)	Institution			
<input type="checkbox"/>	Availability	Institution			

Shown in Selected Views only

Name	Grading Period	Category	Due Date	Creation Date	Points Possible

javascript:GELayout.showItems();

Internet 100%