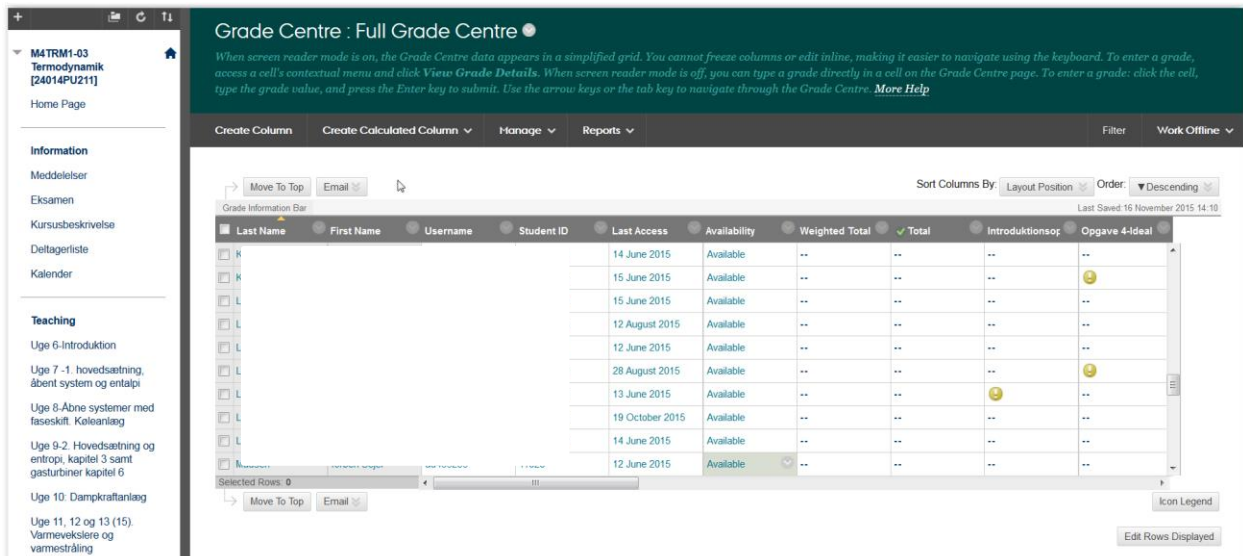


BLACKBOARD TIP OF THE WEEK

Get an overview of your Grade Centre

Soon you may need a general overview of how the students have completed the assignments, tests etc. of this semester/quarter.

At first glance, the Grade Center can be quite confusing and display many columns that are hard to work with.



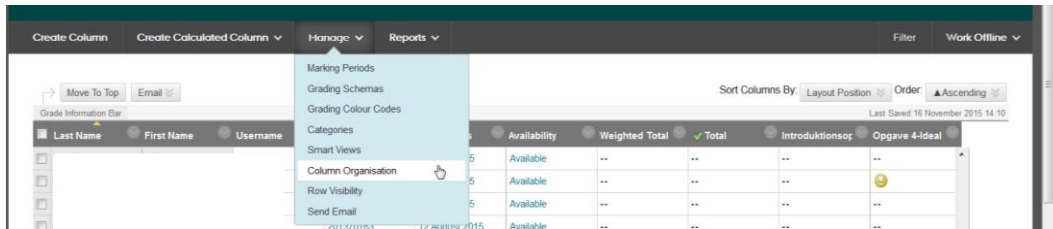
The screenshot displays the Blackboard Grade Centre interface for a course titled "M4TRM1-03 Termodynamik [24014FU211]". The main area shows a table with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, Total, Introduktionsoz, and Opgave 4-Ideal. The table contains several rows of data, including student names and their respective scores. The interface also includes a sidebar with navigation options like "Meddelelser", "Eksamen", and "Teaching", and a top navigation bar with options like "Create Column" and "Reports".

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Introduktionsoz	Opgave 4-Ideal
K				14 June 2015	Available
K				15 June 2015	Available
L				15 June 2015	Available
L				12 August 2015	Available
L				12 June 2015	Available
L				28 August 2015	Available
L				13 June 2015	Available
L				19 October 2015	Available
L				14 June 2015	Available
L				12 June 2015	Available

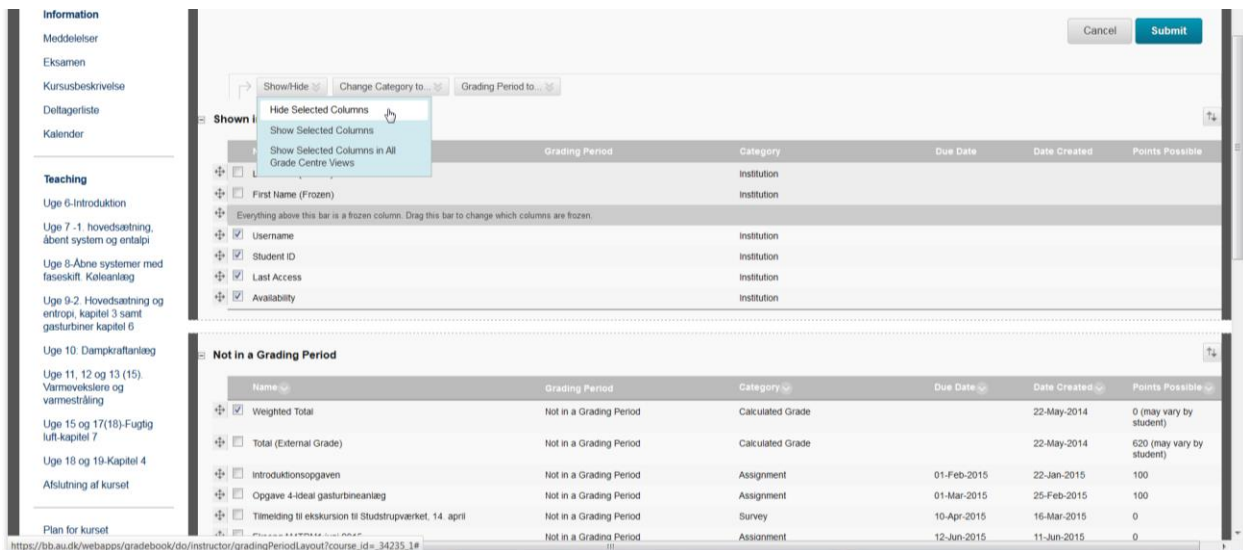
The tip this week aims to show you how to adjust the Grade Centre so that only the information that you find relevant is shown.

How to

1. Go to the Grade Centre of your course via the Course Management menu.
2. Click on "Manage" in the grey menu and select Column Organisation:



3. Here you can select which columns you wish to hide.
Mark the column, click *Show/Hide* and select *Hide Selected Columns*.



In this example, the columns Username, Student ID, Last Access, Availability and Weighted Total have been selected.

4. Click Submit and you will return to the Grade Centre.
The columns are now hidden in the Grade Centre; however, you can always find them again.

You can select which columns you wish to display, like only the graded assignments, the total score, tests or other relevant categories you need.

Happy Blackboarding and have a nice weekend!