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 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:

![Column Organisation](image)

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

![Selected Columns](image)

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!