

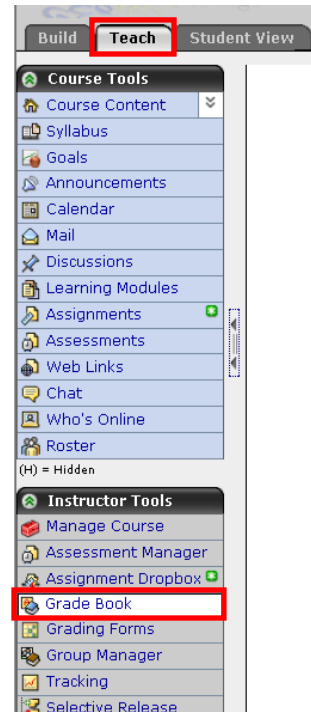


CE6 Grade Book Column Settings

1. To:

- **Release Columns,**
- **Set Column Maximums,**
- **Set Decimal Places, or**
- **Delete Columns,**

click the Grade Book from the Teach Tab



2. Click the “Grade Book Options” button

The screenshot shows the Grade Book interface. The 'Grade Book Options' button is highlighted with a red box. A red arrow points from the 'Grade Book Options' button to the 'Column Settings' option in the dropdown menu. The dropdown menu also includes 'Freeze Columns', 'Find Members', 'Show All Members', 'Show Unenrolled Member Data', and 'View Audit History'.

Last Name	First Name	User ID	Role	Sample Assignment	Score
Hochmeister	Erich	_ehochmeister	Student	60	
Hochmeister	Erich	ehochmeister	Section Designer, Section Instructor		
One	Student	student1	Student		
Student	Demo	webct_demo_32580105001	Student		

3. Click “Column Settings”

4. To “Release” or “Do Not Release” a column to students via the “My Grades” tool, click the check box for the column or columns, and click the desired button

Column Settings

Create Column

	Last Name	First Name	Quiz 1	Quiz 2	User ID
Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	Quiz 1	Quiz 2	User ID
Type:	Alpha	Alpha	Quiz	Quiz	Alpha
Alignment:	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	No	No	Yes
Grade Column:	No	No	Yes	Yes	No
Decimals:			2	2	
Maximum value:			30	30	
Source:			ASSESSMENT_TYPE	ASSESSMENT_TYPE	
Release Statistics:			None	None	

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

Alternately, click the “Released to Student:” links to Toggle between Yes or No

5. To set the maximum Decimal places for a grade value, click the check box for the column or columns and click the “Decimals” drop-down menu to select a value.

- 0=No Decimals
- 1=Tenths (.1)
- 2=Hundredths (.01)
- 3=Thousands (.001)

Column Settings

Create Column

	Last Name	First Name	Quiz 1	Quiz 2	User ID
Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	Quiz 1	Quiz 2	User ID
Type:	Alpha	Alpha	Quiz	Quiz	Alpha
Alignment:	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	No	No	Yes
Grade Column:	No	No	Yes	Yes	No
Decimals:			2	2	
Maximum value:			30	30	
Source:			ASSESSMENT_TYPE	ASSESSMENT_TYPE	
Release Statistics:			None	None	

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

0
1
2
3

6. Click the Green Arrow to execute the Decimal changes

7. To Delete a column or columns, click the check box for the column(s) and click the "Delete" button.

Column Settings

	Last Name	First Name	Quiz 1	Quiz 2	U:
Label:	Alpha	Alpha	Quiz	Quiz	Al
Type:	Alpha	Alpha	Quiz	Quiz	Al
Alignment:	L C R	L C R	L C R	L C R	L
Released to Student:	Yes	Yes	No	No	Y
Grade Column:	No	No	Yes	Yes	No
Decimals:			2	2	
Maximum value:			30	30	
Source:			ASSESSMENT_TYPE	ASSESSMENT_TYPE	
Release Statistics:			None	None	

Buttons: Delete, Release, Do Not Release

Options: - Align -, - Decimals -, - Grade: -

Tooltip: Delete Selected Column(s)

NOTE: You cannot delete an Assessment, Assignment, or Graded Discussion Topic Grade Column unless those items have already been deleted from their corresponding tool. For Example: The **Quiz 1** and **Quiz 2** Assessments above have not been deleted from the Assessment Tool in the Course Menu, thus the following message appears while attempting to delete the columns

Column Settings

	Last Name	First Name	Quiz 1	Quiz 2	User ID	Role	Midterm	Final	Sample Assignment	Sample Topic	Sample /
Label:	Alpha	Alpha	Quiz	Quiz	Alpha	Alpha	Calc	Calc	Num	Num	Quiz
Type:	Alpha	Alpha	Quiz	Quiz	Alpha	Alpha	Calc	Calc	Num	Num	Quiz
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	No	No	No	No	No	No	No	No	No
Grade Column:	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Decimals:			2	2	2	2	2	2	2	2	2
Maximum value:			30	30	100	100	100	100	100	100	40
Source:			ASSESSMENT_TYPE	ASSESSMENT_TYPE	PROJECT_TYPE	DISCUSSION_TOPIC_TYPE					
Release Statistics:			None	None	None	None	None	None	None	None	None

Buttons: Delete, Release, Do Not Release

Options: - Align -, - Decimals -, - Grade: -

Dialog Box: The page at https://edison.blackboard.com says: One or more of the columns you selected cannot be deleted from the Grade Book. OK