



Reordering Student “My Grades” Items within the Gradebook

Your location: **My Grades**

My Grades
November 13, 2008
Student: Demo Student (webct_demo_32580105001)
Course: _Training
Section: Instructor Course
Section Instructor: Erich Hochmeister

Item	Grade
Politics Test:	
First Assignment:	90 (out of 150)
Quiz 1:	
Unweighted Scale:	(0.21)
First Assignment 1:	20.00 (out of 20.00)

[View Graded Grading Form](#)

(XX) - Indicates a grade that is partial or not complete

1. To reorder the Gradebook Items as they are listed in the Student “My Grades” Tool:

Click the Teach Tab, navigate to Instructor Tools and click the Grade Book Tool

Your location: **Grade Book**

Grade Book

[Create Column](#) [Enroll Member](#)

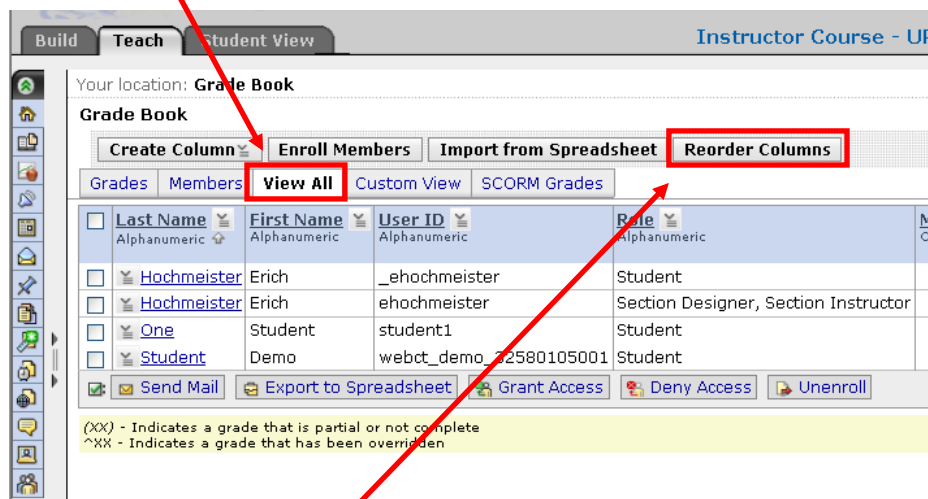
Grades	Members	View All	Custom
<input type="checkbox"/>	Last Name	First Name	User Name
	Alphanumeric	Alphanumeric	Alphanumeric
<input type="checkbox"/>	Hochmeister	Erich	_E
<input type="checkbox"/>	Hochmeister	Erich	eh
<input type="checkbox"/>	One	Student	st
<input type="checkbox"/>	Student	Demo	we

[Send Mail](#) [Export to Spreadsheet](#)

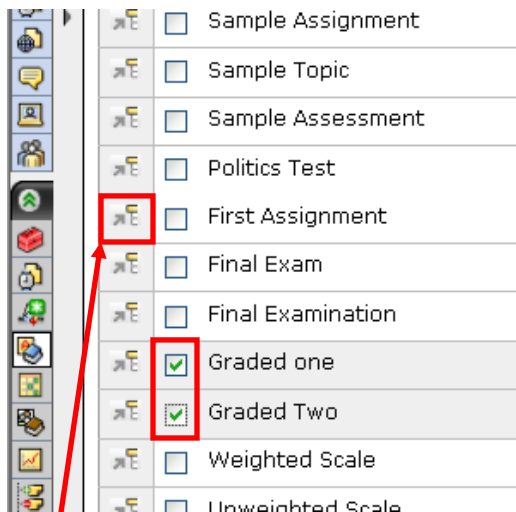
(H) = Hidden

(XX) - Indicates a grade that is partial or not complete
(XX) - Indicates a grade that has been over

2. Click the “View All” Tab (this tab ONLY controls the student “My Grades” View)



3. Click the “Reorder Columns” button

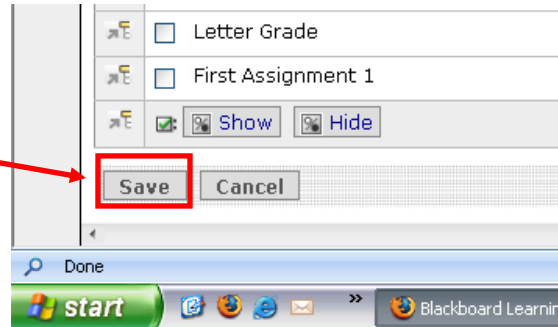


4. On the Reorder Columns screen, use the checkboxes to select a column or columns to move.

Note: Using the “Hide” button only hides the column from your view in the the Teach Tab, not from the students’ view

5. Click the “Move” button for the desired reordering location (do not chose the move buttons directly to the left of the columns you have check boxed, that will not move the column or columns, chose a move button above or below that specifies exactly where you wish to move the column listing)

6. When finished reordering a column, click the Save button to implement the changes



7. The “Student View” Tab should show the released columns, in the order you have set via the “View All” tab in the grade book.

A screenshot of the Blackboard 'Student View' tab. The top navigation bar shows 'Build', 'Teach', and 'Student View'. The left sidebar contains 'Course Tools' and 'My Tools'. 'My Grades' is highlighted with a red box. The main content area shows 'Your location: My Grades' and 'My Grades' for 'November 17, 2008'. The student is 'Demo Student (webct_demo_3: _Training)'. The course is '_Training' and the section is 'Instructor Course'. The section instructor is 'Erich Hochmeister'. A table shows the grade book with a red box around the 'Item' column and the 'Quiz 1:', 'Politics Test:', 'First Assignment:', 'Unweighted Scale:', and 'First Assignment 1:' rows. The 'First Assignment 1:' row shows a grade of 20. A legend below the table indicates '(XX) - Indicates a grade that is partial or not complet'.

Item	Gr
Quiz 1:	
Politics Test:	
First Assignment:	90
Unweighted Scale:	(0..
First Assignment 1:	20

For more information on how to Release columns, or how/and why to Hide Columns. View the tutorials at:

http://training.edison.edu/webct/ce6/grade_book_tool/index.php