This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

**Column Organization**

- **Step-by-step**
  - To get started, make sure to be on the *Full Grade Center* page. **Locate and hover** over the **Manage** tab, then click on **Column Organization**

  ![Column Organization](image)

  - The **Column Organization** page appears. **Scroll** down to the lower part of the screen, where the name **Not In a Grading Period** is shown above the table and **locate** the **Participation** row created in **G03-Create a Gradable Column**

  ![Participation Row](image)

  - **Locate** and **hover** over the four-sided arrow symbol on the far left of the row

  ![Four-sided Arrow](image)

  - Then, hold **down** the mouse click and **drag** the row up into the **Shown in All Grade Center Views** table. **Release** the mouse click and the row will stick in its new location.
The new placement of the Participation column will be seen on the Full Grade Center page.