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.

✓ The Column Organization page appears. On the lower part of the screen, locate the Not In a Grading Period table and then locate the Participation row created in G03-

Create a Gradable Column.
✓ Locate and hover over the four-sided arrow symbol on the far left of the row.

![Image of four-sided arrow symbol]

✓ Then, select the ‘Participation’ column with your mouse and drag that row up to the preferred order within the Not in a Grading Period table. Release the mouse click and the row will stick in its new location. Click Submit.

![Image of Grade Center]

✓ The new placement of the Participation column will be seen on the Full Grade Center page.

![Image of Full Grade Center]