

Blackboard Vista: Editing and Reordering Columns

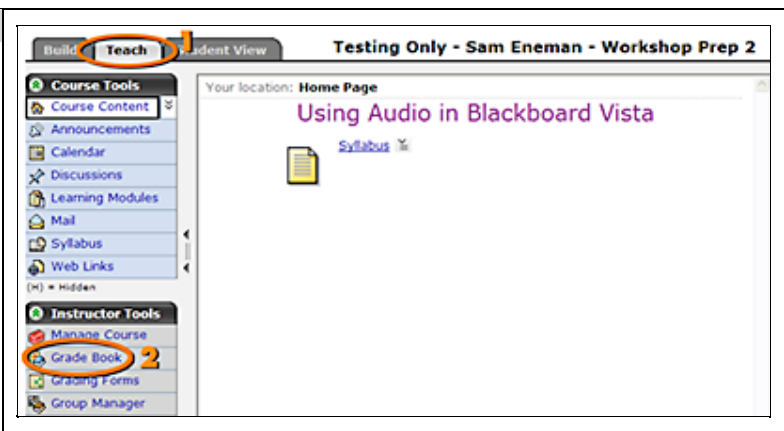
Numeric, Alphanumeric and Text columns can be used with no additional set up or editing. You can edit Letter Grade columns if you want to change the numeric range for each letter grade. You must edit Selection List and Calculated columns before they can be used.

In Steps 2-3, you will edit a Letter Grade column. Make sure you have this type of column in your Grade Book before you continue.

You can also determine the left-to-right order of the columns in your view of the Grade Book. Your column order also determines how the grades display to students in My Grades. The order of columns is set separately for each Grade Book tab. By default, the Last Name, First Name, User ID and Role columns appear first. In Steps 4-5, you will reorder columns.

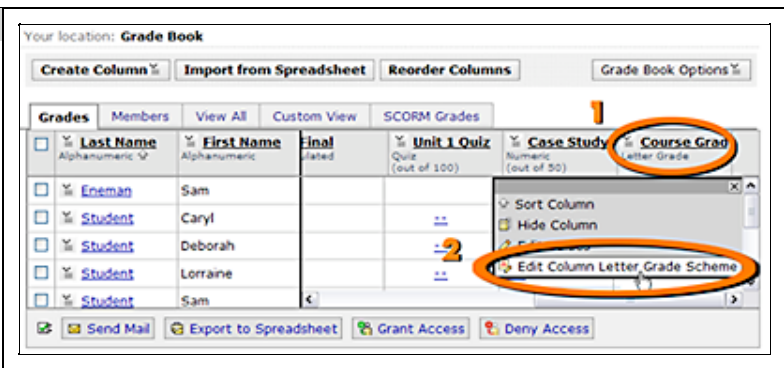
Step 1: Open the Grade Book

1. Select the **Teach** tab.
2. In the “Instructor Tools” menu, click **Grade Book**. The Grade Book screen is displayed.



Step 2: Find the Letter Grade Column

1. Locate the Letter Grade column to edit and click on the column label.
2. From the View Options drop-down menu, click **Edit Column Letter Grade Scheme**. The Edit Letter Grade Scheme screen is displayed.



Step 3: Edit the Column

1. In the “Grade” and “Range” text boxes, enter the letter grade and the range it represents.
2. Click **Save** or **Save and Set as Default**. If you click Save and Set as Default, new letter grade columns will automatically use the same grade scheme.

NOTE: Delete unnecessary grade rows, like “E”, for example.

Edit Letter Grade Scheme for: Course Grade
Base letter grade on column: Final

Use Default Scheme

Grade	Range	Actions
<input type="radio"/> A	90 and above	
<input type="radio"/> B	80 or greater, and less than 90	
<input type="radio"/> C	70 or greater, and less than 80	
<input type="radio"/> D	60 or greater, and less than 70	
<input type="radio"/> F	less than 60	

Add Grade (insert above selected grade)

Comment:

Save **Cancel** **Save and Set as Default**

Step 4: Select Reorder Columns

1. Click **Reorder Columns**. The Reorder Columns screen is displayed.

Your location: **Grade Book**

Create Column **Import from Spreadsheet** **Reorder Columns** **Grade Book**

Grades	Members	View All	Custom View	SCORM Grades							
<input type="checkbox"/>	Last Name Alphanumeric	<input type="checkbox"/>	First Name Alphanumeric	<input type="checkbox"/>	User ID Alphanumeric	<input type="checkbox"/>	Role Alphanumeric	<input type="checkbox"/>	Midterm Calculated	<input type="checkbox"/>	Final Calculated
<input type="checkbox"/>	Student		Caryl		cgordon25		Student	
<input type="checkbox"/>	Student		Deborah		dmowry5		Student	
<input type="checkbox"/>	Student		Lorraine		lstanton5		Student	
<input type="checkbox"/>	Student		Sam		seneman5		Student	

Send Mail **Export to Spreadsheet** **Grant Access** **Deny Access**

Step 5: Reorder the Columns

1. The top column in the list is the leftmost column in the tab view. Check the check box next to each column that you want to move. In the example, we are moving the Case Study and Project 1 columns above Final.
2. Move the checked columns by clicking the appropriate **Insert Selected Columns Above** icon.
3. Click **Save**. The Grade Book tab you are working on is displayed, with your changes (not shown).

NOTE: To insert checked items at the bottom of the list, click the last icon in the Move column. These items will appear farthest to the right in the Grade Book view (not shown).

Reorder Columns
The column order specified below also determines how the grades display to Students in My Grades.

Move	Column	
	<input type="checkbox"/>	Last Name
	<input type="checkbox"/>	First Name
	<input type="checkbox"/>	User ID Hide Column
	<input type="checkbox"/>	Role Hide Column
	<input type="checkbox"/>	Midterm Hide Column
	<input type="checkbox"/>	Final Hide Column
	<input checked="" type="checkbox"/>	Case Study Hide Column
	<input checked="" type="checkbox"/>	Project 1 Hide Column

Show **Hide**

Save **Cancel**

Your screens may look different depending upon your configuration.