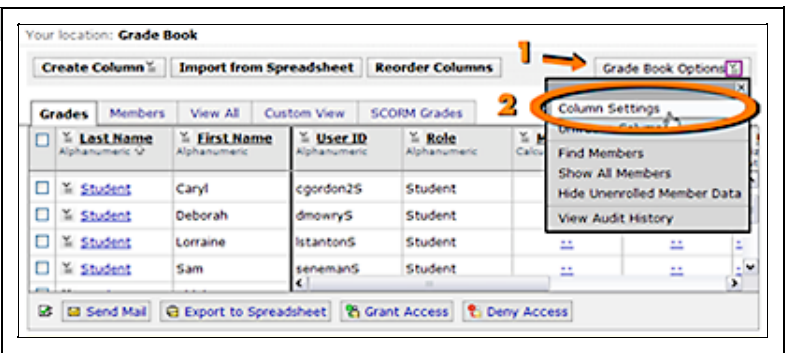


Blackboard Vista: Modifying Grade Book Column Settings

Column Settings determine how information appears in the columns. They allow you to adjust attributes such as column label, column type, alignment, number of decimals and whether the column is released for students to view. Depending on the column type, you may not be able to change specific settings. In this section, you will change a column label.

Step 1: Open Column Settings

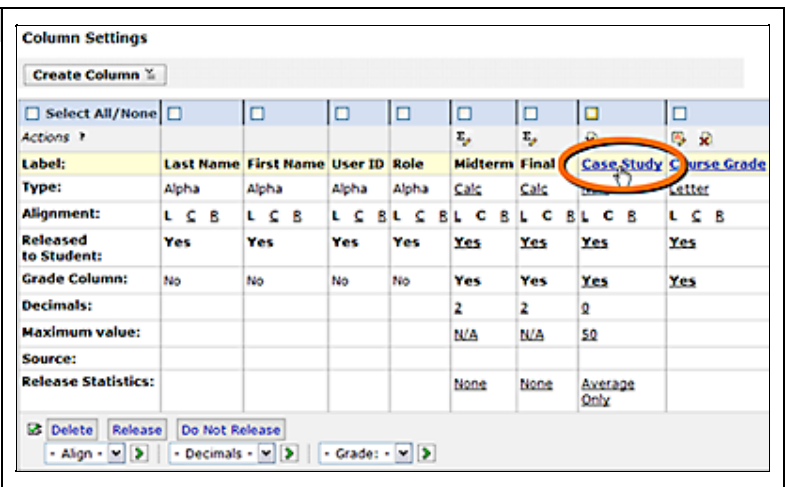
1. From the Grade Book screen, click **Grade Book Options**.
2. In the drop-down menu, click **Column Settings**. The Column Settings screen is displayed.



Step 2: Select a Column

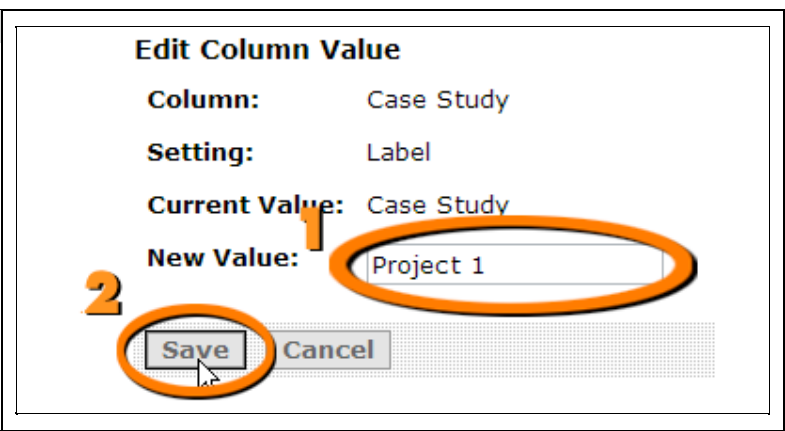
1. To change a column label, click a linked label. The Edit Column Value window is displayed.

NOTE: You cannot rename columns automatically created when a new assignment, quiz, survey or gradable discussion topic is added to the course. Default columns also cannot be renamed (Last Name, First Name, User ID and Role).



Step 3: Change the Column Name

1. In the Edit Column Value window, type the new column label in the **New Value:** text box.
2. Click **Save**. The column is renamed and the Column Settings screen is displayed (not illustrated).



If you want to change the Type, Decimals or Maximum Value for a single column, click the linked value in the column. A pop-up window opens, allowing you to enter a new value. In Steps 4-5, you will change the Maximum Value for one column.

To change the Alignment for a column, click the L/C/R toggle link. If you want to change the Released to Student or Grade Column settings, click the Yes/No toggle link. In Step 6, you will change the Grade Column to No in one column.

In Step 7, you will change Alignment, Decimals and Grade for multiple columns.

Step 4: Change One Column

- Click on the **Maximum value:** link in the column you want to edit. In this example, we are editing the Project 1 column.

Column Settings								
Create Column ▾								
<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions ?					Σ	Σ	Σ	Σ
Label:	Last Name	First Name	User ID	Role	Midterm	Final	Project 1	Course Grade
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc	Num	Letter
Alignment:	L C B	L C B	L C B	L C B	L C B	L C B	L C B	L C B
Released to Student:	Yes	Yes	Yes	Yes	Yes	No	No	No
Grade Column:	No	No	No	No	Yes	Yes	Yes	Yes
Decimals:					0	0	0	0
Maximum value:					N/A	N/A	50	75
Source:								
Release Statistics:					None	None	Average Only	

Step 5: Edit Column Value

- In the Edit Column Value window that pops up, type the new value in the **New Value:** text box.
- Click **Save**. The new value is displayed on the Column Settings screen (not illustrated).

Edit Column Value

Column: Project 1

Setting: Maximum value:

Current Value: 50

New Value:

Minimum: 0.0
Maximum: 100000.0

2

Step 6: Change One Grade Column

1. In the column which you have decided to make nongrade-related, click **Yes**. It will change to **No** (not illustrated).

Column Settings

Create Column

Select All/None

Label:	Last Name	First Name	User ID	Role	Midterm	Final	Project 1	Course Grade
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc	Num	Letter
Alignment:	L C B	L C B	L C B	L C B	L C B	L C B	L C B	L C B
Released to Student:	Yes	Yes	Yes	Yes	Yes	No	No	No
Grade Column:	No	No	No	No	Yes	Yes	Yes	Yes
Decimals:					0	0	0	
Maximum value:					N/A	N/A	75	
Source:								
Release Statistics:					None	None	Average Only	

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

Step 7: Change Multiple Columns

1. To edit multiple columns at one time, check the columns' header check boxes.
2. Select the desired Align, Decimal or Grade option from the drop-down lists at the bottom of the screen. In the example, we are changing Alignment to **Left**.
3. Click the **Go** button. The change is applied to the three selected columns (not illustrated).

NOTE: You can also use the Delete, Release and Do Not Release buttons for multiple columns.

Column Settings

Create Column

Select All/None

Label:	Last Name	First Name	User ID	Role	Midterm	Final	HW1
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc	Num
Alignment:	L C B	L C B	L C B	L C B	L C B	L C B	L C B
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes	Yes
Decimals:					2	2	0
Maximum value:					N/A	N/A	25
Source:							
Release Statistics:					None	None	None

Delete Release Do Not Release

- Align - - Decimals - - Grade: -

Left
Right
Center

Your screens may look different depending upon your configuration.