

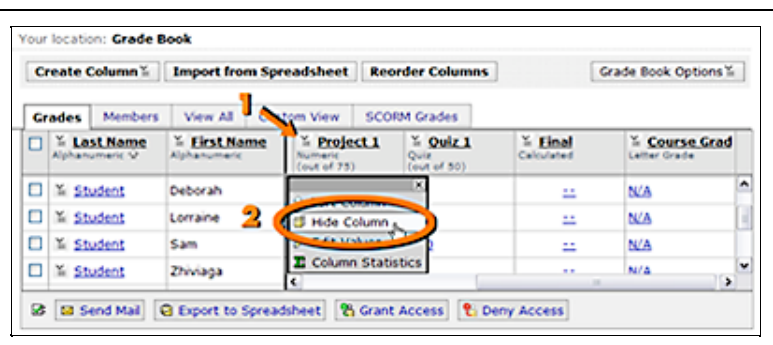
# Blackboard Vista: Modifying Grade Book Appearance

You can also modify the appearance of the Grade Book screen to suit your preferences. On each tab view, you can:

1. Hide or show columns (except Last Name and First Name). **NOTE:** Hide and Show settings only affect the view in your Grade Book. If you do not want students to see columns in My Grades, you must set the **Released to Student** option to **No** (See the "Releasing Grades" handout).
2. Sort columns in the reverse order in which they are currently sorted.
3. Unfreeze and freeze columns (Freezing columns, the default, allows you to see the user names that correspond to the column data when viewing the Grade Book with numerous columns. You can unfreeze columns if this is not necessary).

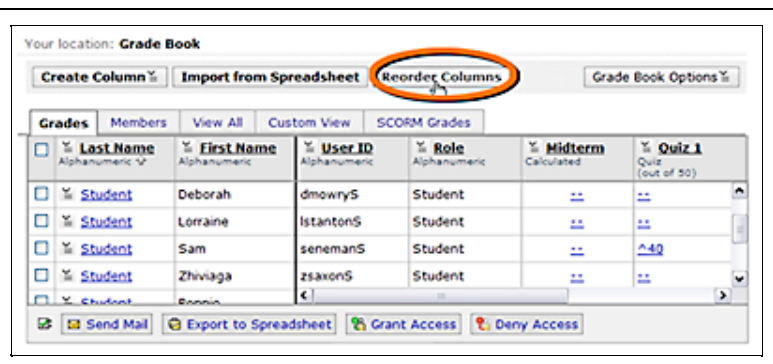
## Step 1: Hide One Column

1. From the Grade Book screen, locate the column you want to hide and click the **View Options for This Column** icon.
2. In the drop-down menu, click **Hide Column**. The column is no longer visible.



## Step 2: Hide Multiple Columns

1. From the Grade Book screen, click **Reorder Columns**. The Reorder Columns screen is displayed.



### Step 3: Select Columns to Hide

1. Check the check boxes for the columns you want to hide.
2. Click **Hide**.
3. Click **Save**. The Grade Book is displayed and the selected columns are hidden (not illustrated).

**NOTE:** Hide and Show settings only affect the view in your Grade Book. If you do not want students to see columns in My Grades, you must set the **Released to Student** option to **No** (See the "Releasing Grades" handout).

**Reorder Columns**

Move  Column

	Last Name	
	First Name	
<input type="checkbox"/>	User ID	Hide Column
<input checked="" type="checkbox"/>	Role	Hide Column
<input type="checkbox"/>	Midterm	Hide Column
<input type="checkbox"/>	Project 1	Show Column
<input type="checkbox"/>	Quiz 1	Hide Column
<input checked="" type="checkbox"/>	Final	Hide Column
<input checked="" type="checkbox"/>	Course Grade	Hide Column
<input checked="" type="checkbox"/>	% Show	<input checked="" type="checkbox"/> Hide

**3** Save Cancel

### Step 4: Show Multiple Columns

1. From the Grade Book screen, click **Reorder Columns**. The Reorder Columns screen is displayed.

Your location: **Grade Book**

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

Grades Members View All Custom View SCORM Grades

<input type="checkbox"/>	Last Name	First Name	User ID	Midterm	Project 1	Quiz 1
<input type="checkbox"/>	Alphanumeric	Alphanumeric	Alphanumeric	Calculated	Numeric (out of 75)	Quiz (out of 50)
<input type="checkbox"/>	Student	Deborah	dmowryS	..	48	..
<input type="checkbox"/>	Student	Lorraine	IstantonS	..	45	..
<input type="checkbox"/>	Student	Sam	senemanS	..	40	^40
<input type="checkbox"/>	Student	Zhiviank	zuzakovS	..	47	..

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### Step 5: Select Columns to Show

1. Check the check boxes for the columns you want to show.
2. Click **Show**.
3. Click **Save**. The Grade Book appears and the columns are now displayed (not illustrated).

**Reorder Columns**

Move  Column

	Last Name	
	First Name	
<input type="checkbox"/>	User ID	Hide Column
<input type="checkbox"/>	Role	Show Column
<input type="checkbox"/>	Midterm	Hide Column
<input checked="" type="checkbox"/>	Project 1	Show Column
<input type="checkbox"/>	Quiz 1	Hide Column
<input checked="" type="checkbox"/>	Final	Show Column
<input checked="" type="checkbox"/>	Course Grade	Show Column
<input checked="" type="checkbox"/>	% Show	<input type="checkbox"/> Hide

**3** Save Cancel

### Step 6: Sort Columns

1. To sort a column in the reverse order in which it is currently sorted, locate the column. In this example, we use the Last Name column.
2. From the View Options for This Column Menu, click **Sort Column**.

**NOTE:** You can also sort the entire Grade Book by any column. For example, if you want to see the grades for a quiz from highest to lowest, locate that column and click **Sort Column**.

Your location: **Grade Book**

Create Column Import from Spreadsheet Reorder Columns Grade Book Options

Grades Members View All Custom View SCORM Grades

Last Name	First Name	User ID	Midterm	Project 1	Quiz 1
Deborah	dmowryS	..	48	..	..
Jana	jcaveryS	..	..	..	..
Lorraine	lstantonS	..	45	..	..
Ronnie	rlewisS	..	..	..	..

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### Step 7: Freeze/Unfreeze Columns

1. To unfreeze or freeze the Last Name and First Name columns, from the Grade Book screen, click **Grade Book Options**.
2. In the drop-down menu, click **Unfreeze Columns** or **Freeze Columns**. The command will be Unfreeze Columns if they are currently frozen and Freeze Columns if they are currently unfrozen.

Your location: **Grade Book**

Create Column Import from Spreadsheet Reorder Columns Grade Book Options

Grades Members View All Custom View SCORM Grades

Last Name	First Name	User ID	Midterm	Project 1	Quiz 1
Deborah	dmowryS	..	..	..	..
Jana	jcaveryS	..	..	..	..
Lorraine	lstantonS	..	..	..	..
Ronnie	rlewisS	..	..	..	..

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

Your screens may look different depending upon your configuration.