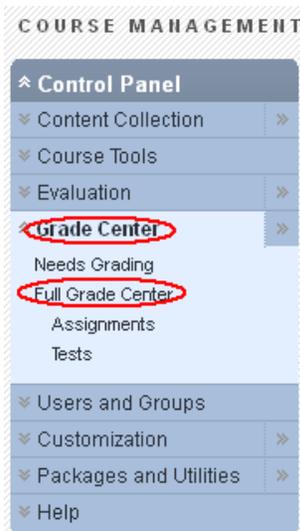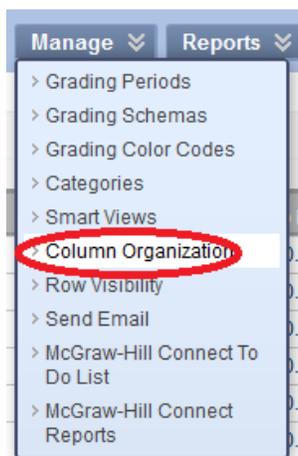# MxCC Distance Learning Documentation

Blackboard - How to Delete a Grade Column

In Full Grade Center, you may notice some extra columns, and these columns are not associated with an assignment, a discussion forum, or a test. In other words, after you have deleted an assignment, a discussion forum, or a test, the associated grade column is still in the grade center. You would like to delete these columns.

1. In Control Panel, click "Grade Center and then "Full Grade Center".
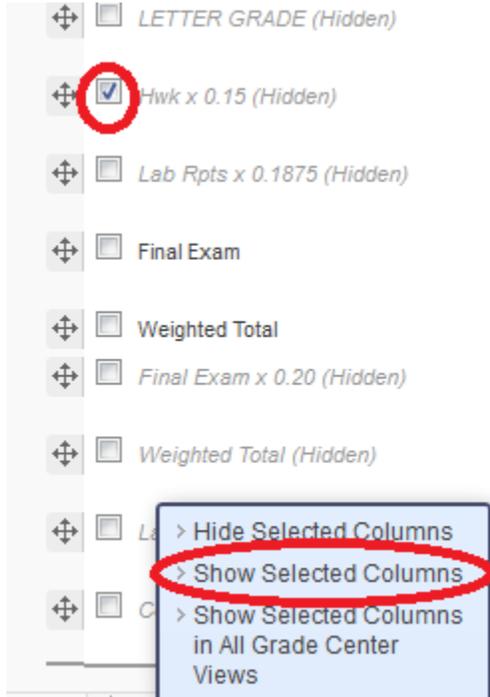

2. In some instances, the extra grade columns are hidden in instructor's view in Full Grade Center but shown in Student View. Before deleting the hidden columns, you will need to turn them on in instructor view.

    a. In "**Full Grade Center"**, go to "**Manage"** and select "**Column Organization"**.

    b. Check the little box to the "extra column" in Italic font. Select "**Show Selected Columns**". Click **Submit.**

3. After you see the **extra column** in Full Grade Center, you will delete it. Go to the Action icon next to the column header, select **Delete Column**.