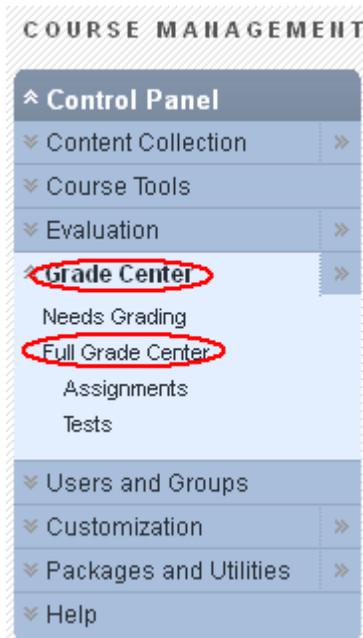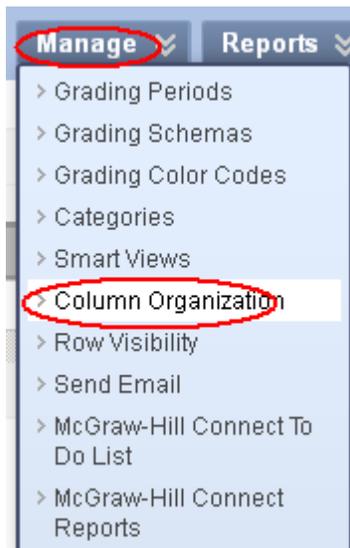## Blackboard - How to Reorder Grade Columns

In Full Grade Center, you are able to arrange an order for how grade columns are displayed.

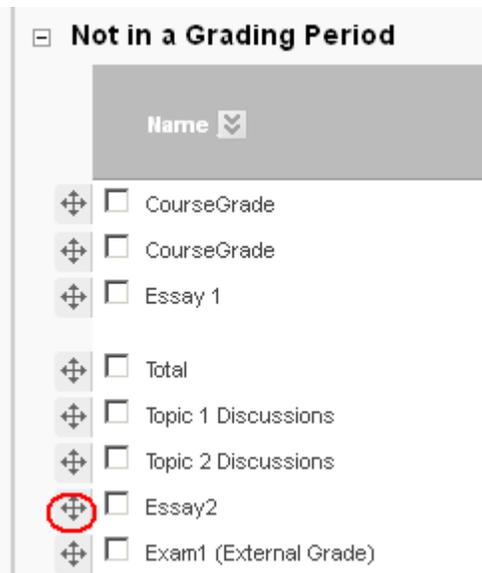1. In Control Panel, click "Grade Center and then "Full Grade Center".

2. Go to "Manage" and select "Column Organization".

3. For the column you would like to move, click on the "move" icon, ⊕, at the left of the column name. Drag the icon and drop to its appropriate position in the order. Repeat for the columns you would like to organize.

4. Click "Submit" at top right or bottom right of the page.