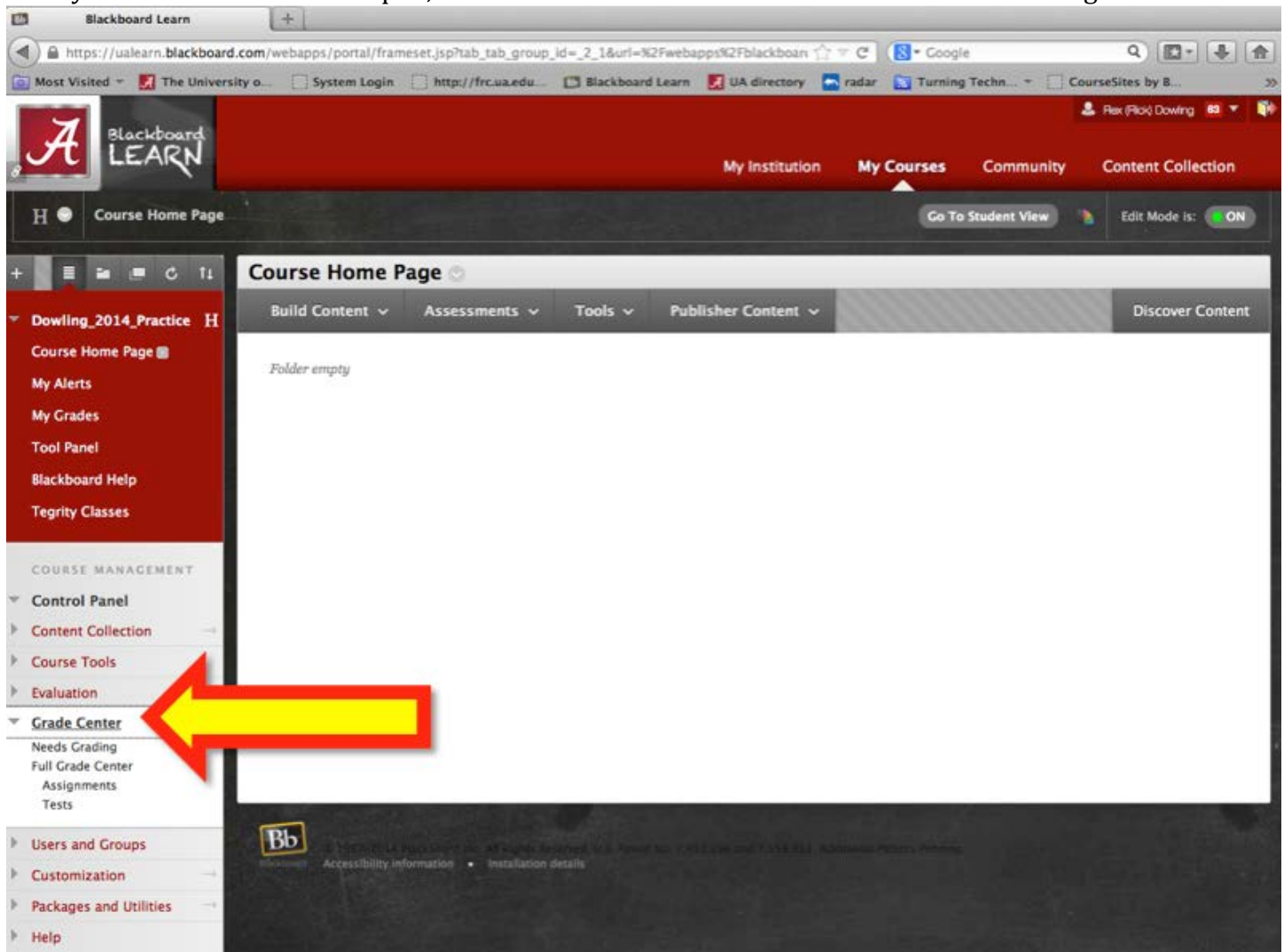


How to Hide the “Total” and “Weighted Total” Columns in Blackboard’s Grade Center from the Instructor

By default, new Blackboard courses have a “Total” and “Weighted Total” column in the Grade Center. It is possible to hide them so they won’t be visible to your students.

With your Blackboard course open, click on the Grade Center link under the Course Management menu.



This will reveal the options within the Grade Center. Click on Full Grade Center. This will open the Full Grade Center. Note that there are columns called Weighted Total and Total visible by default.

The screenshot shows the Blackboard Learn interface. The top navigation bar includes 'My Institution', 'My Courses', 'Community', and 'Content Collection'. The main header is 'Grade Center' with a 'Go To Student View' button and 'Edit Mode is: ON'. The left sidebar contains a navigation menu with 'Dowling_2014_Practice' selected, and sub-items like 'Course Home Page', 'My Alerts', 'My Grades', 'Tool Panel', 'Blackboard Help', and 'Tegrity Classes'. Below this is 'COURSE MANAGEMENT' with options like 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', and 'Customization'. The 'Grade Center' section is expanded, and 'Full Grade Center' is highlighted with a red arrow. The main content area shows the 'Grade Center : Full Grade Center' page with a table of student grades. The table has columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', 'Weighted Total', and 'Total'. The 'Weighted Total' and 'Total' columns are highlighted with red boxes. The 'Manage' button is also highlighted with a red box.

To hide these columns, click on the Manage button and select Column Organization.

The screenshot shows the 'Manage' dropdown menu in the Blackboard Learn Grade Center. The menu options are: 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', 'Row Visibility', 'Send Email', 'McGraw-Hill Connect To Do List', and 'McGraw-Hill Connect Reports'. The 'Column Organization' option is highlighted with a red box and a red arrow. The background shows the 'Grade Center : Full Grade Center' page with the 'Manage' button highlighted with a red box.

This will open the Column Organization window. Click the boxes next to the Weighted Total and Total columns, then click the Show/Hide button and select Hide Selected columns.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input checked="" type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input checked="" type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)

Show/Hide Change Category to... Change Grading Period to...

Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views

Cancel Submit

The Column Organization window will change, showing you that you have elected to hide the columns you chose earlier.

Changes have been made but not saved. Click Submit to save the changes. X

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Cancel Submit

Show/Hide Change Category to... Change Grading Period to...

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

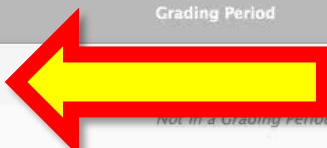
Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total (Hidden)		Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade) (Hidden)	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)

Show/Hide Change Category to... Change Grading Period to...

Click Submit to proceed. Click Cancel to quit.

Cancel Submit



Click the Submit button to proceed.

Your new Grade Center displays without the columns you chose to hide.

Success: Grade Center Organized

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar

Last Name	First Name	Username	Student ID	Last Access	Availability
User	Demo	bb_demo_43601		January 16, 2014	Available

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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