

Blackboard Grade Center: Check for Duplicate and Hidden Columns

The only columns you should have in your grade center are graded activities for the current semester. Duplicate columns can impact students' grades and lead to grade center issues for instructors as well. To be fully transparent and fair in grading, no graded columns should ever be hidden from students.

Follow these steps to doublecheck your grade center columns.

1. Go to the **Full Grade Center** in a course.
2. Click on the **Manage** drop-down menu near the top.
3. Select **Column Organization**.
4. On the **Column Organization** page, you will see a complete listing of every column in your gradebook.
5. Make sure that you do not have any duplicate or hidden columns (besides the Last Date of Activity column, which can remain hidden since it is not a graded item).

<input type="checkbox"/>	Informative Speech	Not in a Grading Period	Assignment	None	Oct 10, 2020	25
<input type="checkbox"/>	Weekly Study Hours Reflection Journal	Not in a Grading Period	Journal	Oct 26, 2020	Oct 12, 2020	10
<input type="checkbox"/>	Chapter 3: Quiz (Hidden) ← Hidden	Not in a Grading Period	Test	Oct 25, 2020	Oct 13, 2020	10
<input type="checkbox"/>	Rubric Test ← Duplicate	Not in a Grading Period	No Category	Jun 26, 2020	Jun 24, 2020	10
<input type="checkbox"/>	Rubric Test ← Duplicate	Not in a Grading Period	Assignment	Oct 30, 2020	Oct 29, 2020	10

- A. If you have duplicate columns, take care in deleting the appropriate item. Blackboard may prevent you from removing items. If you are unsure or have difficulty deleting a column, contact an [instructional designer](#).
- B. If you have hidden columns, you can unhide them from the Column Organization page by checking the box next to the name and clicking the **Show/Hide** button.
- C. If you are unable to delete a column for some reason and therefore want it to be hidden to avoid student confusion, make sure you edit the settings and *exclude* it from grade center calculations.

Need Help?

Contact one of our [instructional designers](#).