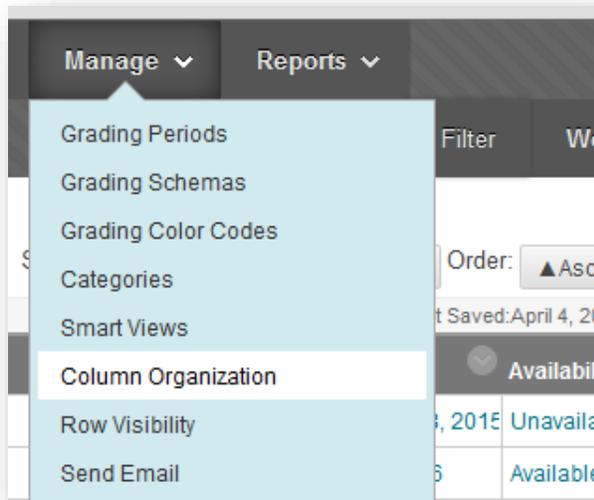
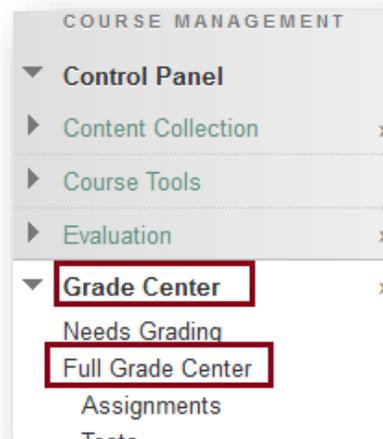


# How to Clean Up Grade Center Columns

If your course has been copied forward each term for a few terms, you probably have extra columns in your Grade Center that you no longer use. To keep the Grade Center simple for yourself and for your students, it is a good idea to clean up the Grade Center by deleting unwanted columns.

First, go to the Full Grade center and determine which columns should be deleted.

**Tip:** If you have more than a few columns it can be difficult to know that you have seen all by scrolling left and right. Instead, click the “Manage” button above the Grade Center



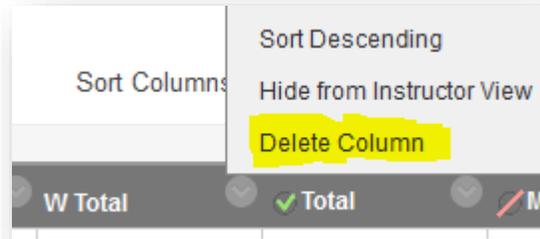
grid and choose “Column Organization,” to see a list of all columns, even those that hidden from your view.

If you have been accumulating columns for several terms it can be useful to sort them by Date Created. **Be careful.** If you click Submit, your columns will be ordered by Date Created or however you have sorted them. If you do not want to keep the arrangement, return to the Grade Center without submitting.

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	480 (may vary by student)

Back in the Grade Center, open the action menu to the right of the column title you want to delete. Select “Delete Column” to permanently remove that column from the Grade Center.



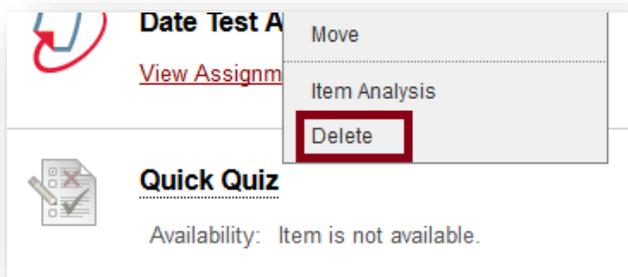
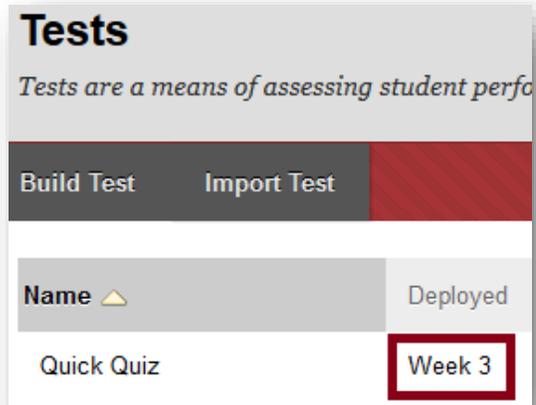
If there is no “Delete Column” option, this means that the column is linked to a corresponding assignment, test, discussion post, etc. in your course that must be deleted first. In the example below, “Delete Column” is not an option for the Quick Quiz column.



if I want to delete Quick Quiz from the Grade Center, I must first find and delete the link to it in my course, before I can delete the corresponding Grade Center column.

I can find out where Quick Quiz is deployed by opening **Course Tools** and choosing **Tests, Surveys and Pools**, then **Tests**. In this case, I see that it was deployed in the Week 3 Content Area.

Then I can navigate to the folder and click on the action menu to the right of the title and select Delete to delete the test link. In most cases, deleting a graded object will automatically delete the corresponding Grade Center column if it contains no grades. If grades have been entered, Blackboard will ask before deleting the column.



**Note:** Deleting a link to a test from a content area or folder does not delete the test from the Tests collection. However, deleting an Assignment from a content area completely deletes the assignment, since there is no assignments collection. If you may want to use the assignment in the future, you can edit the assignment and uncheck the option “Make the Assignment Available,” to hide it from students in the content area and in My Grades.