

Rearranging Gradebook Columns

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By default, the Grid view columns will be arranged in the order you created the assignments. With earlier created assignments on the left, and more recently created assignments on the right.

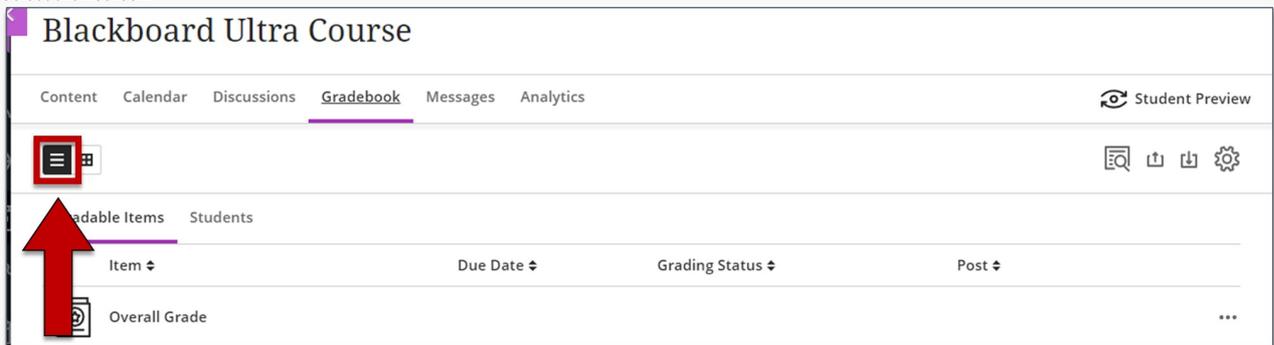
To rearrange Gradebook columns, you must rearrange the assignments.

Rearranging Assignments

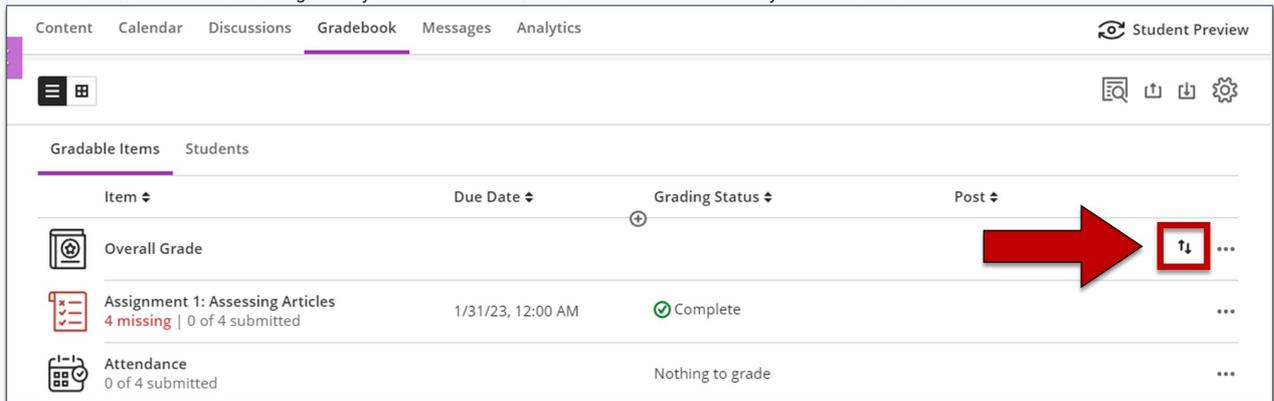
1. Select **Gradebook**.



2. Select the **list icon**.



3. Select the **arrow icon** beside the assignment you want to move. **Note:** This icon is invisible until you mouse over it.



4. Drag and drop the assessment to your preferred location. The assessment is moved.

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tags : blackboard-ultra, grading, grading-grid-view, rearranging-gradebook-columns, ultra