**Bb Learn Grade Center**

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**Other Important Tips**
- **Organizing Full Grade Center**
  - Click "Manage" > "Column Organization." Columns now appear as rows (but helpful, actually). Drag & drop 4-way arrow icon to move column/row to where you want.
  - See links below for how to hide columns from yourself (or from students, which is different) or delete columns.
- **Create Simple Total Column**
  - Only for use (usually) if all graded assignments and activities add up 100 points.
  - Click "Create Calculated Column" > "Total Column."
  - Edit each other column to make sure each is set to be included in Grade Center Calculations (if you want it included in the Total Column).
  - Click the circled down arrow in the top row of each of these columns.
  - Then click "Edit Column Information."
  - Scroll down under "OPTIONS;" and make sure "Yes" is selected next to "Include this Column in Grade Center Calculations."
  - Click "Submit."

**More Help?**

Click link above to collapse this area.

**Contact Mike Galloway, Drexel CCI Technology Services Manager, at mjg88@drexel.edu**.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.

You can contact Drexel ITG Blackboard Support as well regarding technical issues related to Bb Learn, but Mike knows what they know about Bb Learn and is much more intimately aware of issues related to Drexel CCI courses.