

## Delete Grade Book Column

### Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Click **Grade Book Options**
4. Click on **Column Settings**
5. Select the columns you want to delete by checking the box at the top of the column
6. Click **Delete**.

### Diagram

The diagram shows the Blackboard interface with the following elements:

- Navigation Tabs:** Build, **Teach**, Student View
- Instructor Tools:** Manage Course, Assessment Manager, Assignment Dropbox, **Grade Book**
- Grade Book Options Menu:** Column Settings, Unfreeze Columns, Find Members, Show All Members, Hide Unenrolled Member Data, View Audit History
- Column Settings Form:**

Column Settings	
Create Column	
<input type="checkbox"/> Select All/None	<input checked="" type="checkbox"/>
<b>Label:</b>	<b>Last Name</b>
<b>Type:</b>	Alpha
<b>Alignment:</b>	L C R
<b>Released to Student:</b>	<b>Yes</b>
<b>Grade Column:</b>	No
<b>Decimals:</b>	
<b>Maximum value:</b>	
<b>Source:</b>	
<b>Release Statistics:</b>	
<b>Delete</b>	<b>Release</b> <b>Do Not Rel</b>
- Align -	- Decimals -

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### Directions

- Click  to remove the column.

### Diagram

