



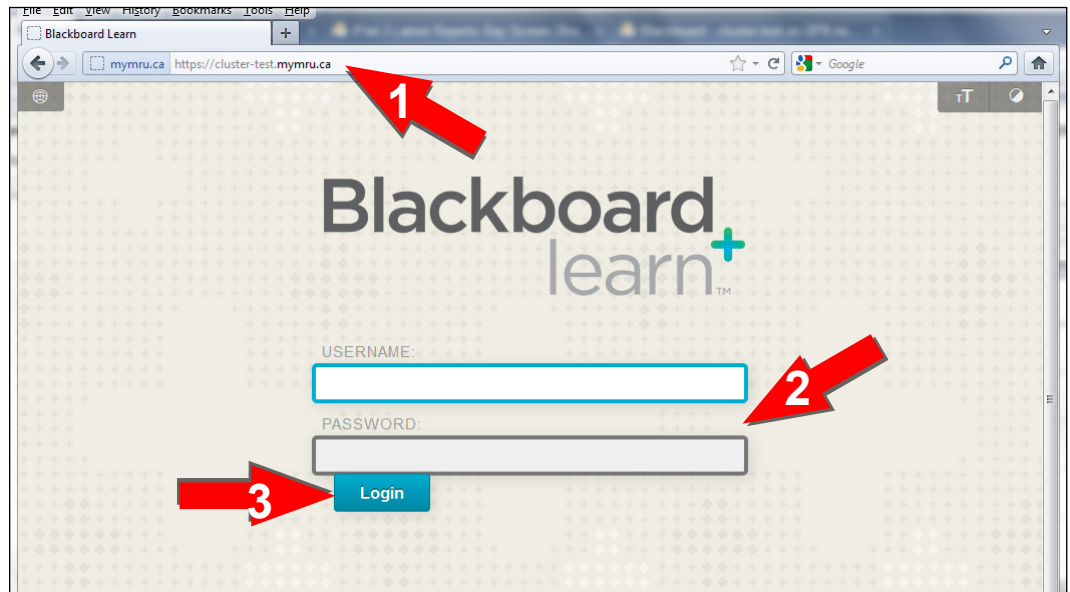
Moving Columns in Blackboard Grade Center

This tutorial demonstrates how to reorganize the columns in the Blackboard's Grade Center.

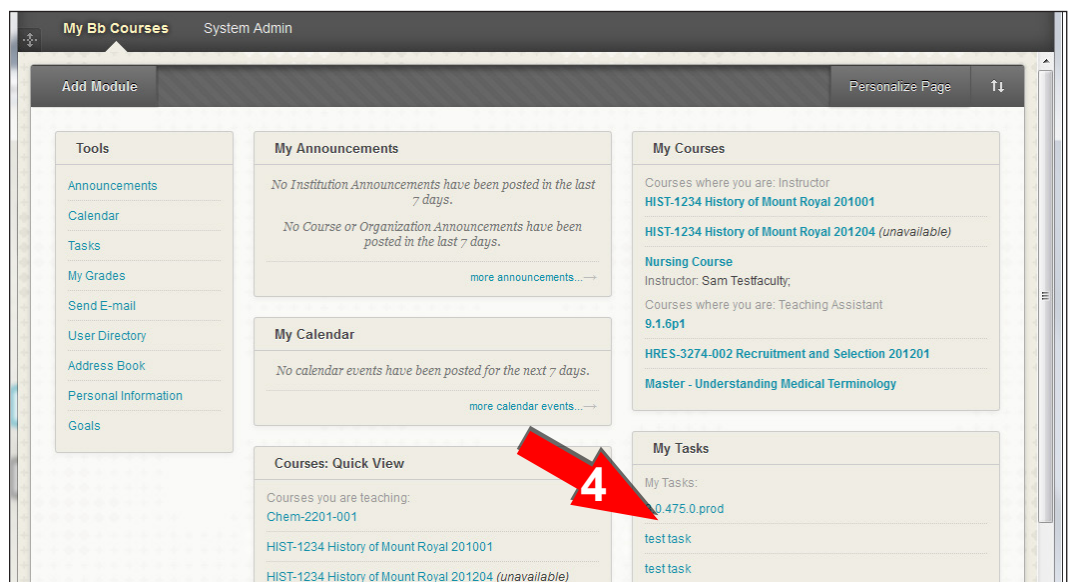
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the [Help Desk](#).

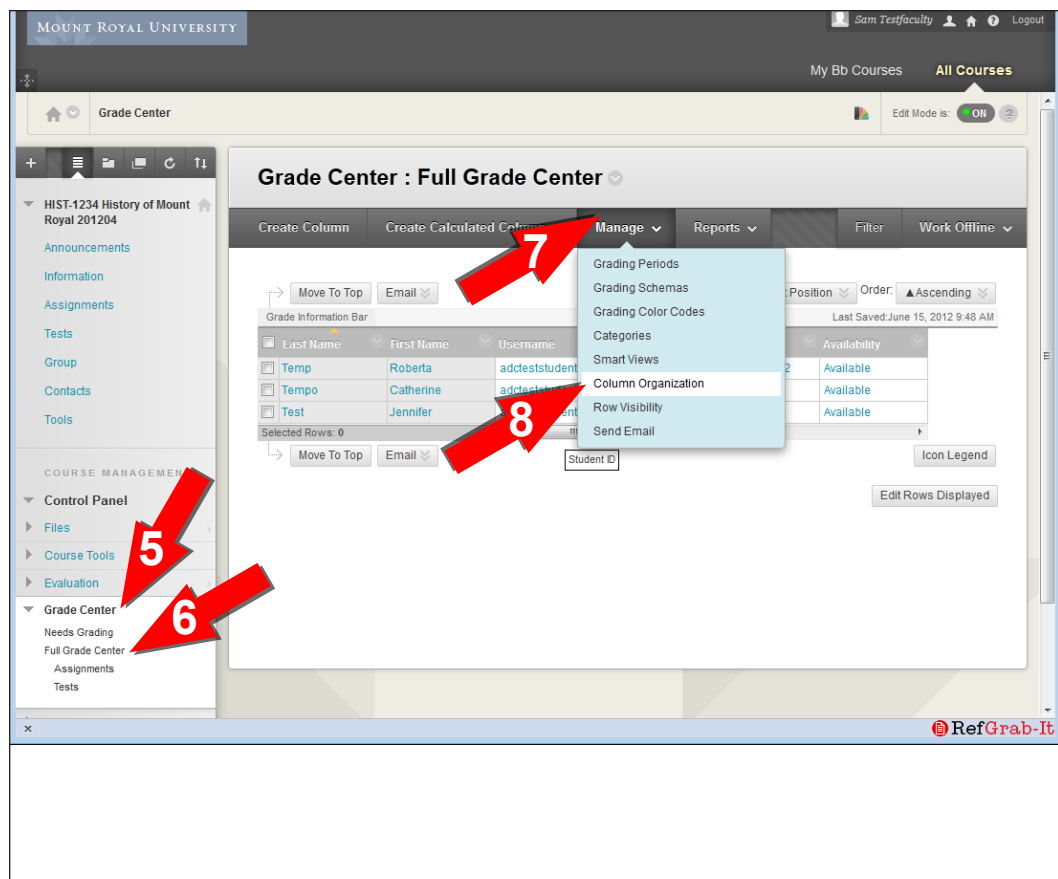
3. Click the **Login** button.



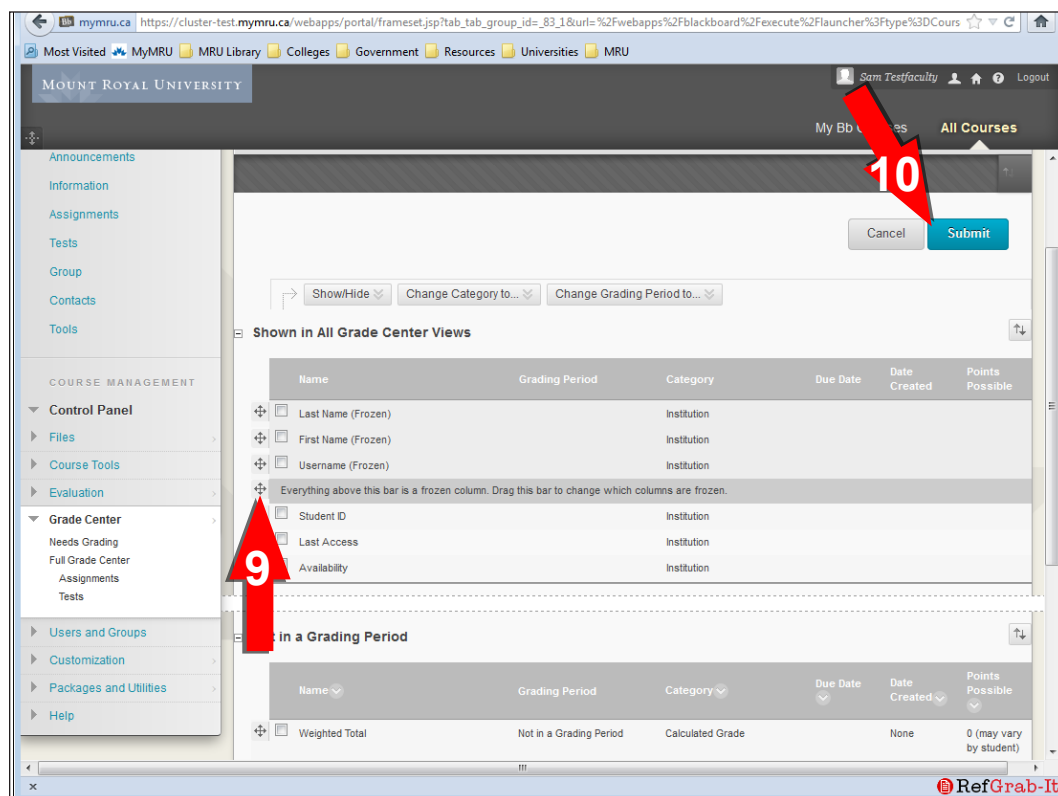
4. To enter a Blackboard course click the course link under **My Courses**.



5. Click **Grade Center**.
6. Click **Full Grade Center**.
7. Click **Manage**.
8. Click **Column Organization**.



9. Drag the column to the position you want.



10. Click **Submit**.