Drop a Graded Item for all Students

To Drop One Grade for all Students in a Course:

1. Login to Blackboard 9.1
2. In the Control Panel, click on the Grade Center entry, then on Full Grade Center or the appropriate Smart View.
3. Click the Name Cell for the grading column of the assignment or test you want to exempt (or mouse over the cell).
4. Click the gray circle with a down arrow that appears in order to see a drop-down menu.
5. Select Edit Column Information.
6. On the “Edit Column” page, scroll down to section 3, and click the “No” radio button for the “Include this Column in Grade Center Calculations” option.
7. Click Submit.

NOTE: To bring the grade back, click the double down-arrows in the grading column’s Name Cell and select Edit Column Information from the menu. Then simply click the “Yes” radio button for the “Include this Column in Grade Center Calculations” option.