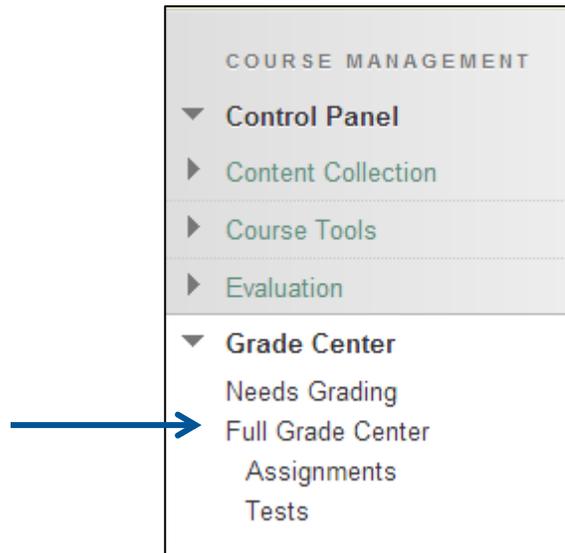


Check for Users' Last Course Access in Blackboard

The "Last Access" column, which is included by default in the grade center, contains the date of the last course access for each user.

Locating the Last Access Column in the Grade Center

1. Enter the course, and make sure Edit Mode is set to ON.
2. Scroll down to the control panel on the left, and click Grade Center.
3. From the options that expand, select Full Grade Center.



4. The last access column is located with the other default columns in Blackboard (Last Name, First Name, Username, Student ID, Last Access, and Availability).

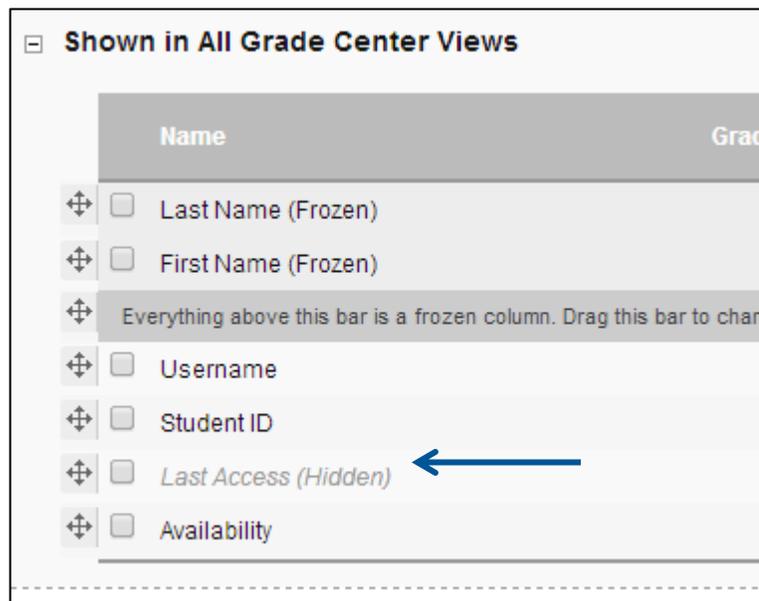
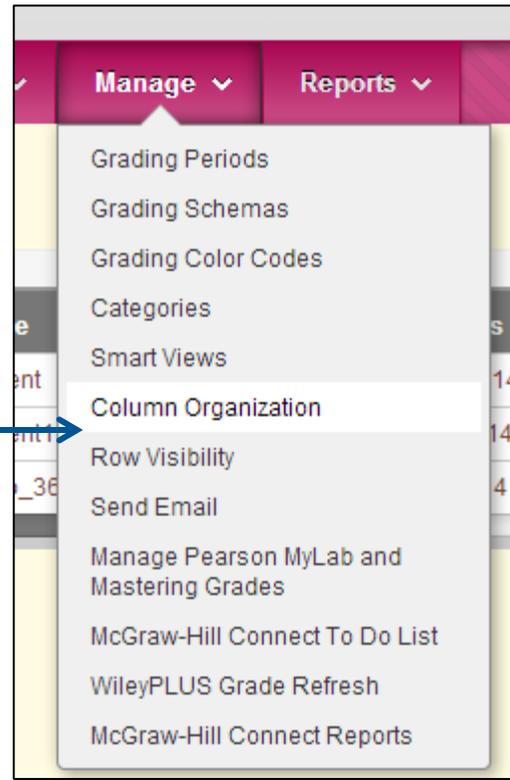
A screenshot of the Blackboard Grade Center interface. The title is 'Grade Center : Full Grade Center'. Below the title is a help message: 'When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or use the keyboard to enter a grade. To enter a grade, access a cell's contextual menu and click View Grade Details. When screen reader mode is off, you can enter a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key or the tab key to navigate through the Grade Center. More Help'. Below the help message are several buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these buttons is a 'Grade Information Bar' with a 'Move To Top' button and an 'Email' dropdown. Below the bar is a table with the following columns: 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', and 'Availability'. The table contains three rows of data:

Last Name	First Name	Username	Student ID	Last Access	Availability
Student	Fake	fakestudent		June 13, 2014	Unavailable
Student	Fake	fakestudent1		April 15, 2014	Available
User	Demo	bb_demo_36786		May 30, 2014	Available

Below the table is a 'Selected Rows: 0' indicator and another 'Move To Top' button and 'Email' dropdown.

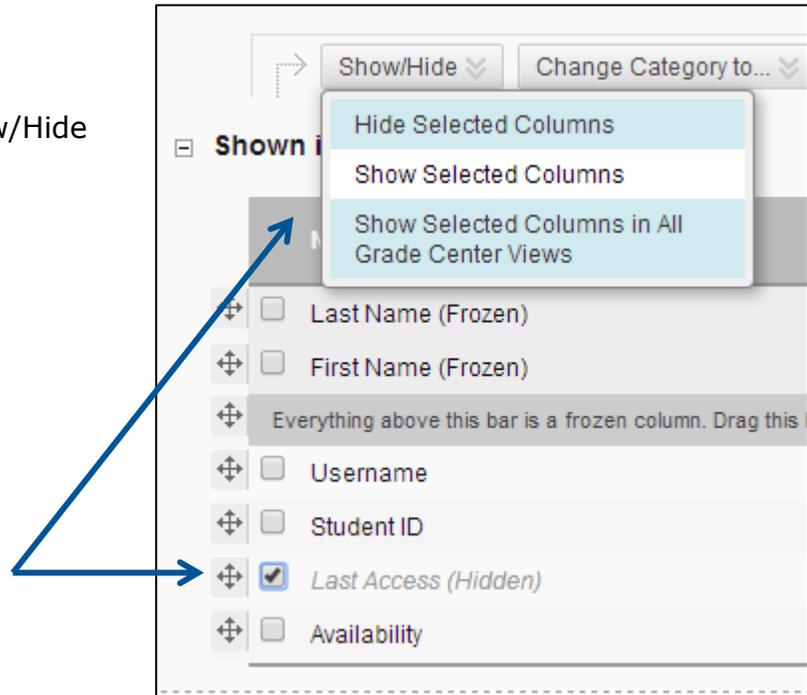
Finding a Hidden Last Access Column

1. If this column is not visible it could be hidden and can be added by showing that column..
2. Move the cursor over the Manage button and select Column Organization.



3. The default columns are displayed at the top of the page and will be marked hidden if they are not visible in the full grade center.

4. Select the box and change the Show/Hide button to show selected columns.
5. Select Submit to save.



For additional support, visit <http://uhd.edu/bbhelpform>