**Column Tasks**
Once you created a column you can see information about it, modify certain aspects of it, hide it, see its statistics and remove. You can also perform these tasks on columns that were added automatically also.

Click the double arrow next to the column's name that you want to work with. The contextual menu for that column will appear.

![Contextual Menu Example]

**NOTE: Showing a Hidden Column**
Once you've hidden a column to get it back go to the Manage button then to Column Organization.

![Manage and Column Organization Button]

Place a check mark in the check boxes next to the hidden column names.
Click the **Show/Hide** double arrows and choose **Show Selected Columns** from the contextual menu.

**Edit or Delete a Column**

You can modify column properties or delete a column, including all of its grades and associations. Deleting a column is a final action and cannot be undone.

Click the **Action Link (the two arrows pointing down, also called ‘Contextual Menu’)** in the Column’s heading.

Click **Modify Column**

The 4 steps that you went through to create the column are listed and you can change any of them and click Submit when you are done.

**OR**

Click **Delete Column**.

A warning comes up asking if you are sure you want to delete the column because it cannot be undone. Click OK.