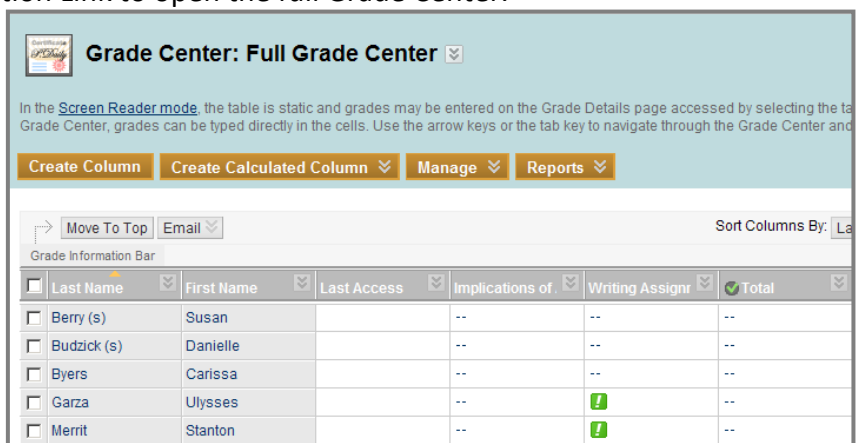
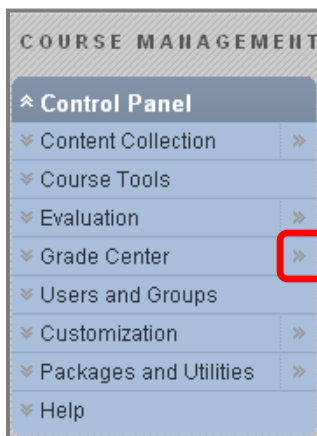


Organizing Columns in the Grade Center

The Grade Center view can be managed by using the Column Organization link in the Grade Center. This link allows you to change the order of columns, hide columns, unhide columns, and see column details such as due dates, creation dates, and points possible.

Follow these step-by-step instructions to use **Organize Columns in the Grade Center**:

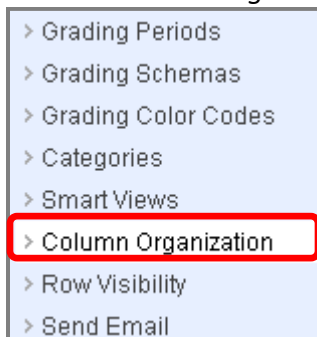
1. Click on the Grade Center Action Link to open the full Grade Center.



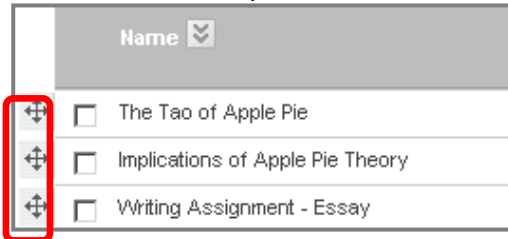
2. Click on the *Action Bar* of the Manage button.



3. Click on *Column Organization*.

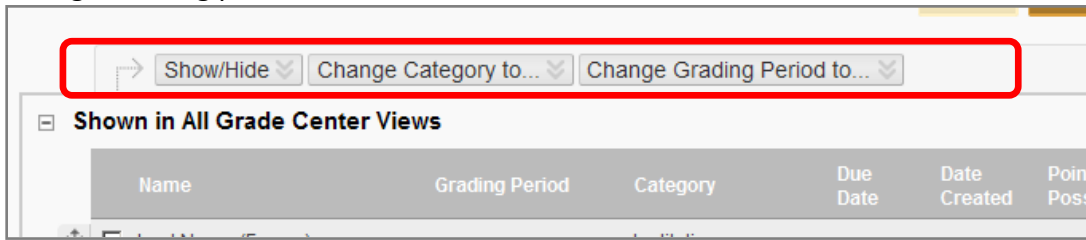


4. To reorder columns in the Grade Center, click on the *Cursor* in front of the desired *Grade Center Item* and move it up or down.

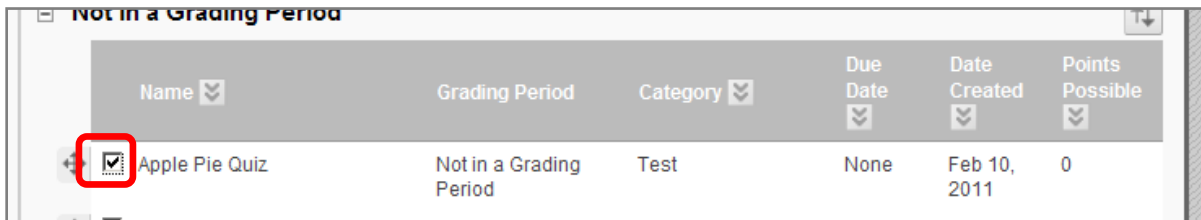


Instructors can reposition Columns in the Grade Center by dragging them to the desired position on the Organize Column page. Moving the cursor up will move it to the left of the Grade Center and moving it down will move it to the right of the Grade Center.

5. The tools on the *Action Bar* to Show or hide columns, to change Column Categories, or to Change Grading periods.



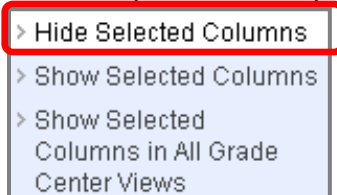
6. To hide or unhide a column, select a *Column* to hide by placing a check mark in the checkbox next to the column name.



- a. The Show/Hide menu allows instructors to choose columns to display columns that are hidden and to hide columns that currently display. Select the *Show/Hide button Action Link*.



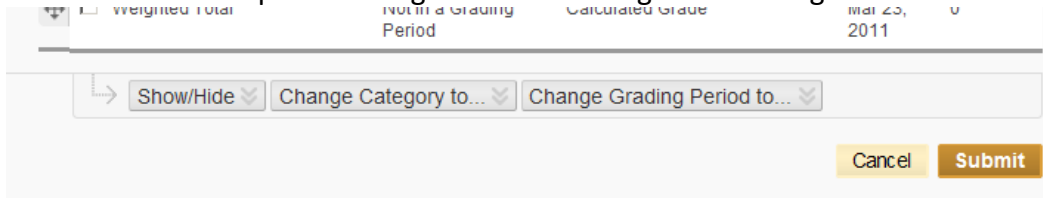
- b. The Show/Hide menu opens. Click on *Hide Selected Columns*.




- c. Please note that the text of the column is now italicized and grayed out.



7. Click *Submit* to complete the organizational changes and hiding the column.



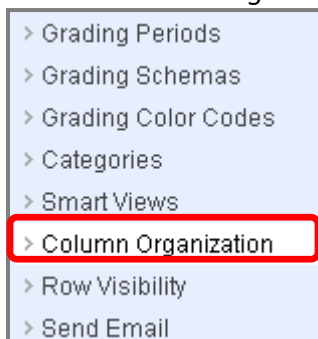
8. The Grade Center opens to Full Grade Center view. The order of the columns has changed and the column is not visible.

<input type="checkbox"/>	Last Name	First Name	Last Access	Writing Assignm	Apple Pie Methc	The Tao of Appl	Total	Implications of
<input type="checkbox"/>	Berry (s)	Susan	December 2, 2010	--	--	--	40.00	--
<input type="checkbox"/>	Budzick (s)	Danielle		--	--	--	--	--
<input type="checkbox"/>	Byers	Carissa		--	--	10.00	20.00	10.00
<input type="checkbox"/>	Garza	Ulysses		40.00	--	--	40.00	--
<input type="checkbox"/>	Merrit	Stanton			--	--	--	--
<input type="checkbox"/>	Thackaberry (s)	Alexandera		--	--	--	--	--

9. Click on the *Manage* button on the Action Bar to return to the Column Organization page.



10. Click on *Column Organization*.



11. To change the categories of Grade Center columns, select the Grade Center *Column*.

Name	Grading Period	Category
<input checked="" type="checkbox"/> Apple Pie Methodology	Not in a Grading Period	Other

a. Click the *Change Category button* Action Link, and select a new Category.

Change Category to ▼

- > No Category
- > Assignment
- > Survey
- > Test
- > Discussion
- > Blog
- Journal
- > Self and Peer
- > Other

b. The Grade Center column category shows updated category.

Name	Grading Period	Category
<input type="checkbox"/> Apple Pie Methodology	Not in a Grading Period	Journal

c. Click *Submit* to save change in category.