Grade Center
Column Organization

The Grade Center gives instructors more flexibility. Organizing the Grade Center allows you to show/hide columns, re-order columns, and freeze columns. In this tutorial you will learn how to organize the Grade Center.

Showing and hiding columns in the Grade Center

1. On the Grade Center page, mouse over the Manage tool and select Column Organization.

2. On the Column Organization page, use the check box to the left of the column name to select the column(s).
3. Mouse over the Show/Hide tool and select your desired option. Click Submit to view the changes in the Grade Center.

**Note:** Hiding columns on this page does not hide it from the student view. You must modify the grade column and select No for the Show in My Grades option.

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**Moving columns in the Grade Center**

1. On the Column Organization page, click and drag any part of the row up or down in the list. Click Submit to view your changes in the Grade Center.
Freezing columns in the Grade Center

1. On the Column Organization page, under Show in All Grade Center Views, click and drag the grey bar below any columns you want frozen. Click Submit to view your changes in the Grade Center.