Grade Center Organization

Instructors can organize a course’s Grade Center in the following ways: re-ordering columns, showing/hiding columns, changing column categories, and freezing columns.

Re-Arranging Column Order

1) In your **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button and select **COLUMN ORGANIZATION**.

2) You will be taken to the **COLUMN ORGANIZATION** page. This page will list all the columns that are a part of your Full Grade Center.

Here, you can drag and drop columns into the order you want them to appear in the Grade Center and student’s My Grades area.

3) To re-arrange to order of columns, roll your mouse cursor over the cross-hair symbol that appears to the left of a column’s name.

4) When your mouse cursor transforms into a cross-hair symbol, click and hold your left mouse button down and drag the column to the position in the list where you want the column to go. Release your left mouse button to drop the column in place.
5) When you are done re-arranging columns, click **SUBMIT** to save your work. Your Grade Center will display columns in the order you chose.

### Showing/Hiding Columns from Your View of the Grade Center

Instructors may hide columns from their view of the Grade Center to help the Grade Center load quicker. They may also choose to temporarily hide columns they are not currently using. This may help the instructor work more efficiently in the Grade Center and give them more room to work.

Hiding a column just from your view of the Grade Center is completed through a process **different** than the one taken to hide a column from students. *A column hidden from the instructor through this process will still appear to students in their My Grades area.*

1) On the **COLUMN ORGANIZATION** page, **CHECK** the **CHECKBOXES** of the columns whose visibility settings you would like to adjust.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grading Period</th>
<th>Category</th>
<th>Due Date</th>
<th>Date Created</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Not in a Grading Period</td>
<td>Assignment</td>
<td>None</td>
<td>Aug 23, 2012</td>
<td>100</td>
</tr>
<tr>
<td>A2</td>
<td>Not in a Grading Period</td>
<td>Assignment</td>
<td>None</td>
<td>Oct 1, 2012</td>
<td>100</td>
</tr>
<tr>
<td>Test 2</td>
<td>Not in a Grading Period</td>
<td>Test</td>
<td>None</td>
<td>Aug 23, 2012</td>
<td>10</td>
</tr>
<tr>
<td>Test 3</td>
<td>Not in a Grading Period</td>
<td>Test</td>
<td>None</td>
<td>Aug 23, 2012</td>
<td>10</td>
</tr>
<tr>
<td>Test 4 - Requires Response</td>
<td>Not in a Grading Period</td>
<td>Test</td>
<td>None</td>
<td>Aug 23, 2012</td>
<td>20</td>
</tr>
<tr>
<td>Graded Discussion</td>
<td>Not in a Grading Period</td>
<td>Discussion</td>
<td>None</td>
<td>Aug 23, 2012</td>
<td>100</td>
</tr>
</tbody>
</table>
2) Then, scroll up to the **SHOW/HIDE** button and select the action you would like to perform.

Roll mouse over **SHOW/HIDE** button, choose action to perform on the selected columns.

3) The selected columns will be marked according to the action you performed.

Click **SUBMIT** to apply this change to your Grade Center.

Columns marked as “Hidden” here will be hidden from your view of the Grade Center.

To make a column that you have hidden visible in your Grade Center once again, go through these steps again, making sure to select your hidden column and choose “Show Selected Column” from the Show/Hide menu.

**Changing Column Categories**

1) On the **COLUMN ORGANIZATION** page, **CHECK** the **CHECKBOXES** of the columns whose columns you would like to change to another category.

2) Then, roll mouse over the **CHANGE CATEGORY TO** menu and select the category to apply to your selected columns.

3) Click **SUBMIT** to apply your changes.
Freezing Columns

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students’ first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through.

This feature can be used for example to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page.

1) First, review the instructions for re-arranging the order of columns through drag and drop.

2) Next, on the COLUMN ORGANIZATION page, CLICK AND DRAG A COLUMN to the SHOW IN ALL GRADE CENTER VIEWS module.

3) DROP the column above the gray bar that states EVERYTHING ABOVE THIS BAR IS A FROZEN COLUMN.

4) Click SUBMIT to save your changes.