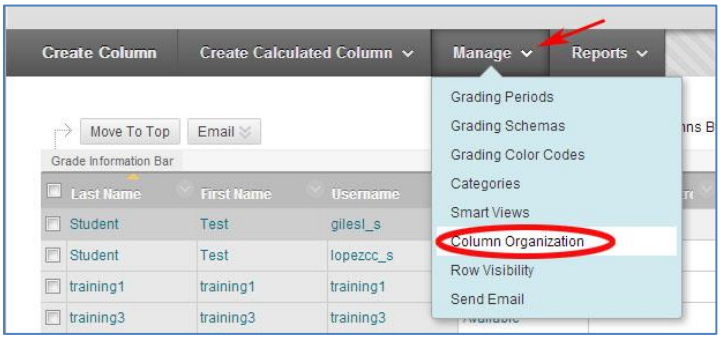
Organizing the Grade Center

The Organize Grade Center page contains each column displayed as a row. Each row can be arranged in a specific order by dragging and dropping the row to another location. The order or the rows from top to bottom is the order that the student will see in My Grades.

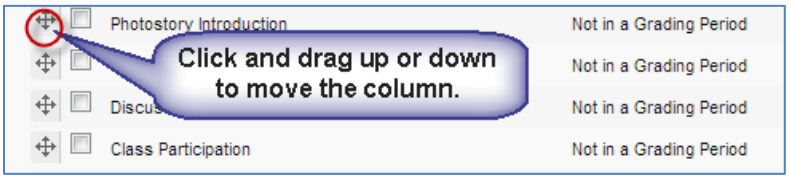
Moving Columns in the Grade Center

1. Access the Grade Center from the Control Panel menu. Click on Grade Center, and then click on Full Grade Center.

2. Once in the Grade Center, hover over the Manage icon in the Action Bar of the Grade Center and then click Column Organization from the menu.



3. On the Column Organization page, click and drag the cell name up or down in the list.



4. Click Submit to view your changes in the Grade Center.

Freezing Columns in the Grade Center

1. On the Column Organization page, under Shown in All Grade Center Views, click and drag the gray bar below any column you want to freeze.

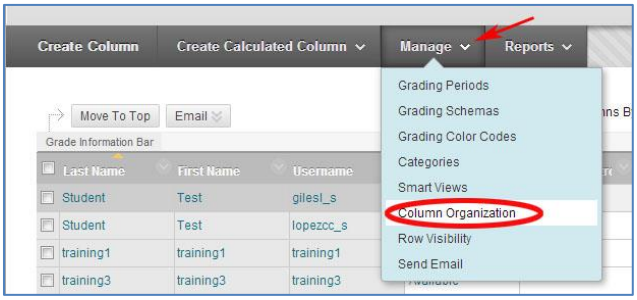
2. Click Submit to view your changes in the Grade Center.

Hiding and Showing Grade Center Columns

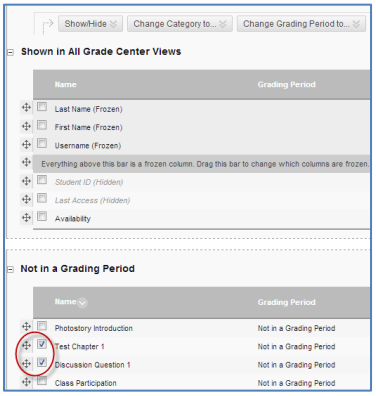
Instructors have the ability to hide any columns within the Grade Center (instructor view). Hiding a column maintains all existing information associated with the column, but prevents it from being seen within the Grade Center. Hiding a column does not hide it from the student, only from the instructor.

Hiding a Column

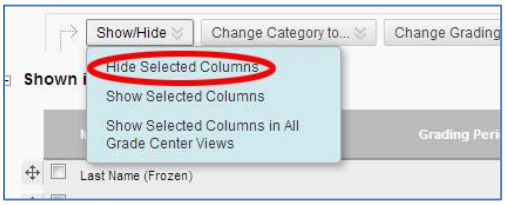
1. Click Manage in the Action Bar of the Grade Center. Select Column Organization from the Action Link menu.



2. Select the check boxes of the Grade Center columns to be hidden.



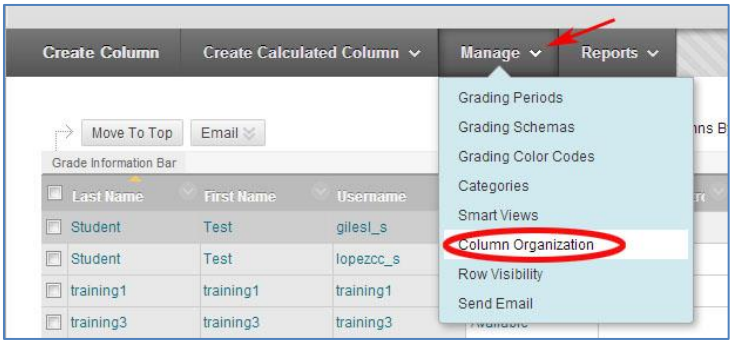
3. Click Show/Hide. Select Hide Selected Columns from the Action Link menu. Hidden columns will appear grayed out in the Grade Center view. (Hidden) will also appear next to the column name.



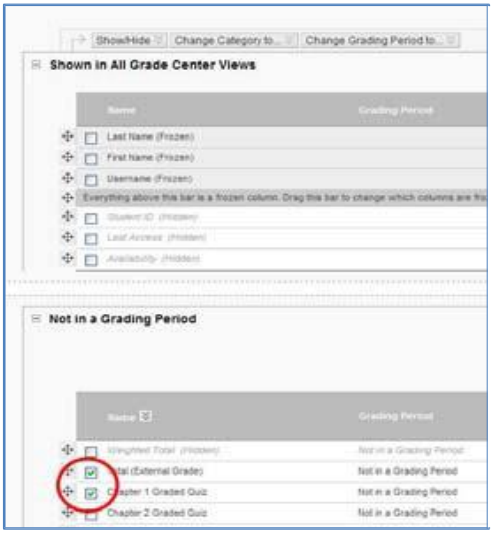
4. Click Submit to save changes. Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center by completing steps 1-2 and then selecting Show Selected Columns.

Showing a Column

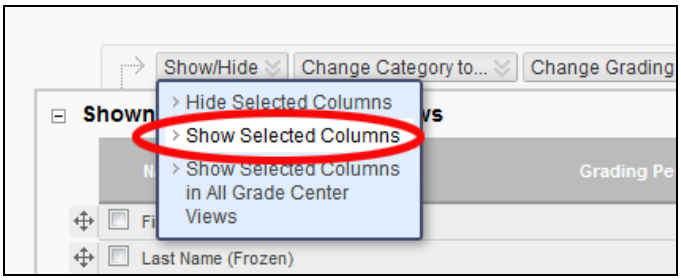
1. Click Manage in the Action Bar of the Grade Center. Select Column Organization from the Action Link menu.



2. Select the check boxes of the Grade Center columns to be revealed.



3. Click Show/Hide. Select Show Selected Columns from the Action Link menu.



4. Click Submit to save changes.