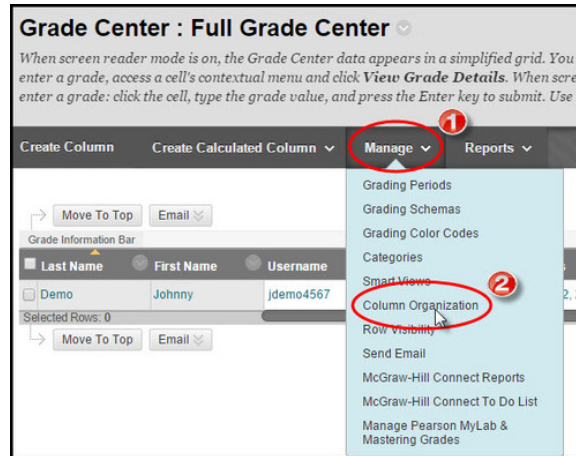


INS-GRADECENTER

Organizing Graded Columns in the GradeCenter

On the **Full Grade Center** page you can organize your columns

1. Click on the **Manage** drop down tab.
2. Then click on the **Column Organization** option.

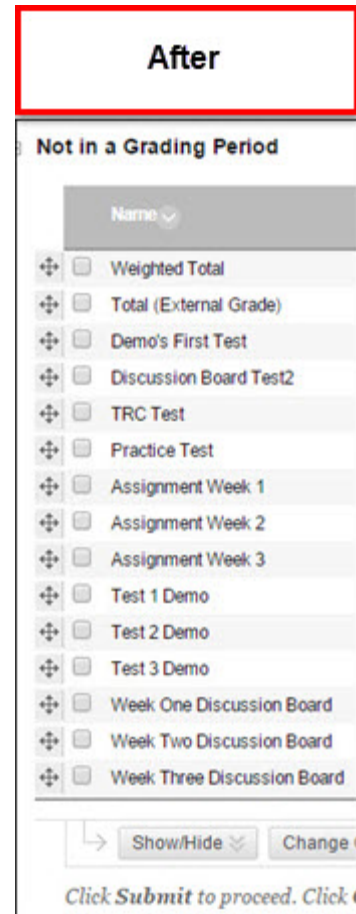
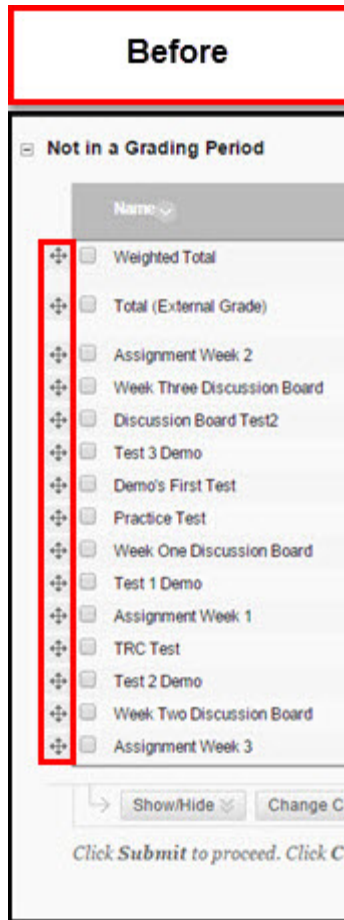


Here we have an unorganized columns list.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	345 (may vary by student)
<input type="checkbox"/> Assignment Week 2	Not in a Grading Period	Assignment	Nov 18, 2015	None	30
<input type="checkbox"/> Week Three Discussion Board	Not in a Grading Period	Assignment	Nov 17, 2015	None	10
<input type="checkbox"/> Discussion Board Test2	Not in a Grading Period	Discussion	None	Nov 5, 2015	10
<input type="checkbox"/> Test 3 Demo	Not in a Grading Period	Test	Nov 18, 2015	Nov 17, 2015	10
<input type="checkbox"/> Demo's First Test	Not in a Grading Period	Test	Nov 3, 2015	Nov 3, 2015	20
<input type="checkbox"/> Practice Test	Not in a Grading Period	Test	None	Nov 10, 2015	0
<input type="checkbox"/> Week One Discussion Board	Not in a Grading Period	Assignment	Nov 18, 2015	None	5
<input type="checkbox"/> Test 1 Demo	Not in a Grading Period	Test	Nov 18, 2015	Nov 17, 2015	100
<input type="checkbox"/> Assignment Week 1	Not in a Grading Period	Assignment	Nov 18, 2015	None	30
<input type="checkbox"/> TRC Test	Not in a Grading Period	Test	Nov 11, 2015	Nov 10, 2015	10
<input type="checkbox"/> Test 2 Demo	Not in a Grading Period	Test	Nov 18, 2015	Nov 17, 2015	85
<input type="checkbox"/> Week Two Discussion Board	Not in a Grading Period	Assignment	Nov 18, 2015	None	5
<input type="checkbox"/> Assignment Week 3	Not in a Grading Period	Assignment	Nov 18, 2015	None	30

Click **Submit** to proceed. Click **Cancel** to go back.

To organize your columns, first hover your mouse over the Move Icon, then drag your mouse up or down to the desired location.



If there is a column in the list that you do not wish to see, you can use the "Show/Hide" option as seen here.

- Select a column in the list you wish to show or hide by checking the box beside it.
- Next you will click on the drop down box that says "**Show/Hide**" and then you can choose whether you wish to Show or Hide that column.

☰ Not in a Grading Period

Name ▾

- Weighted Total
- Total (External Grade)
- Demo's First Test
- Discussion Board Test2
- TRC Test
- Practice Test
- Assignment Week 1
- Assignment Week 2
- Assignment Week 3
- Test 1 Demo
- Test 2 Demo
- Test 3 Demo
- Week One Discussion Board
- Week Two Discussion Board
- Week Three Discussion Board

⋮ Show/Hide ▾ Change Category to... ▾

Click: Hide Selected Columns
Show Selected Columns
Show Selected Columns in All Grade Center Views
go back.

- After you have things the way you want, click "**Submit**" to see your changes.



BACK