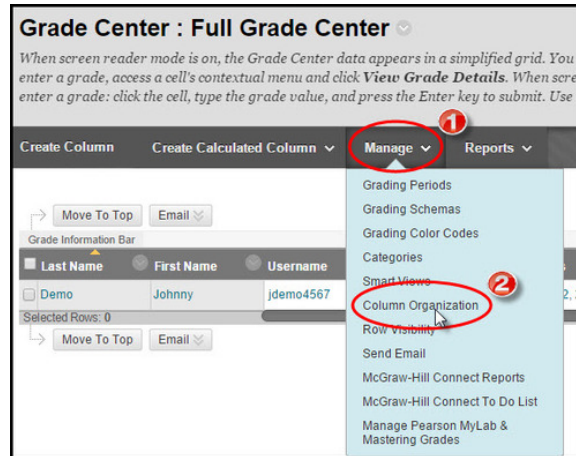


# INS-GRADECENTER

## 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.

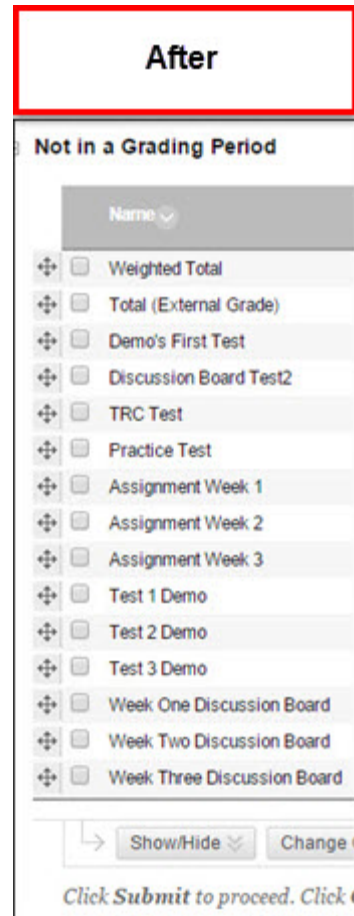
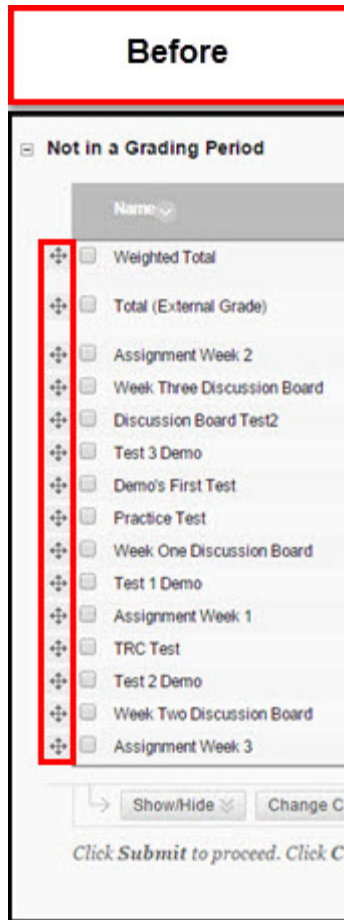


Here we have an unorganized columns list.

The screenshot shows a dialog box titled 'Not in a Grading Period'. It contains a table with the following columns: Name, Grading Period, Category, Due Date, Date Created, and Points Possible. The table lists various columns, including 'Weighted Total', 'Total (External Grade)', 'Assignment Week 2', 'Week Three Discussion Board', 'Discussion Board Test2', 'Test 3 Demo', 'Demo's First Test', 'Practice Test', 'Week One Discussion Board', 'Test 1 Demo', 'Assignment Week 1', 'TRC Test', 'Test 2 Demo', 'Week Two Discussion Board', and 'Assignment Week 3'. Below the table, there are three buttons: 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. At the bottom, there is a message: 'Click Submit to proceed. Click Cancel to go back.' and two buttons: 'Cancel' and 'Submit'.

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

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

Click: Show/Hide ▾ Change Category to... ▾ go back.

- Hide Selected Columns
- Show Selected Columns
- Show Selected Columns in All Grade Center Views

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



**BACK**