You may organize a course’s Grade Center through the Full Grade Center’s *Manage* menu.

1. To organize your Grade Center, navigate to your course’s *CONTROL PANEL* and select *GRADE CENTER*.

2. In the *GRADE CENTER* menu, select *FULL GRADE CENTER*.

3. In the Full Grade Center, roll your mouse over the *MANAGE* button and select *COLUMN ORGANIZATION*.

4. On the Column Organization page, you will see a list of *all* the columns you have in the Grade Center as well as tools to *show*, *hide*, *re-order*, *categorize*, or *delete* them.

Follow the instructions on the next page to learn more about performing each task.
Deleting Columns
Manually created columns can be permanently deleted from the Grade Center. Columns linked to content items, such as tests and assignments, will be cleared but not removed. These actions are permanent and irrevocable. Proceed with caution!

1. First, SELECT CHECKBOXES associated with the columns you want to delete. Then, click the DELETE button.

2. A confirmation pop-up will appear. If you are sure that you want to proceed, click the CONTINUE button.

3. A final warning will appear. If you are certain that you want to delete, click the warning’s DELETE button.

4. The Column Organization page will update and display a confirmation message.

5. At this point you may continue making changes on the Column Organization page or exit the page.
Re-Arranging Column Order

1. Roll your mouse cursor over the crosshair symbol that appears to the left of a column’s name. 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.

2. 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 or Hiding Columns from Your View of the Grade Center

Instructors may hide columns from their own view of the Grade Center to help the Grade Center load quicker. A different process is used to hide columns from students or exclude columns from calculations.

1. CHECK the CHECKBOXES of the columns whose visibility settings you would like to adjust. Then, scroll to the SHOW/HIDE action menu button and select the action you would like to perform.

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

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

Adding or Changing Column Categories

A category is a way to classify Grade Center columns that are being used in Total and Weighted Totals calculations. The most efficient way to review and make changes to your column categorization is through this process.

1. On the Column Organization page, you will see a list of your grade center’s columns and their current categories. To select columns that you want to re-categorize, CHECK the CHECKBOXES next to the name of each column.
2. Then, roll your mouse over the **CHANGE CATEGORY TO** action menu button and select a category to apply to the selected columns.

   The category will be applied to the selected columns.

3. Click the **SUBMIT** button to save these changes.