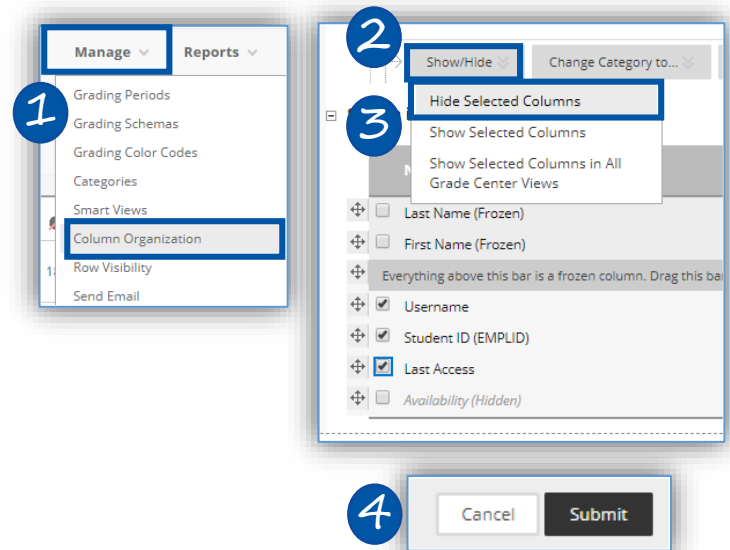


HIDE AND MOVE / RE-ORDER COLUMNS

Manipulating columns in the Grade Center can help keep you sane when grading. Hiding non-essential columns can free up some real estate for you. You can hide columns from students as well.

Hide Columns

1. In the Full Grade Center, Choose **Manage > Column Organization**
2. Locate the name of the column you would like to hide and **check the box** next to it.
3. Above the area entitled Shown in All Grade Center Views, find the **Show/Hide button** and click the down arrows **chevron** to open the menu.
4. Choose **Hide Selected Columns**
5. Click **Submit** on bottom right corner of the screen.



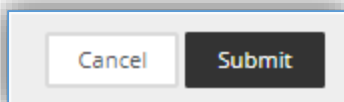
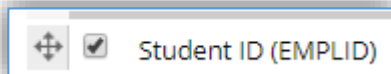
Note: If you do not click **Submit**, your changes will not be saved.



In the section Shown in All Grade Center Views, consider hiding columns named Username, Student ID (EMPLID) and Last Access. Hiding these columns will give you more space to work in the Grade Center. If you do not use weighted grades, consider hiding the Weighted Total column.

Two Methods to Move / Re-order Columns

1. Hover your mouse over the **4-way arrow button** to the left of the column name.
2. The mouse will become a 4-way arrow. **Click and drag** the column to where you want it. **Release** the mouse button.
3. Click **Submit** to save your changes.



1. To order columns, click the **up and down arrows button** to the right side of the gradebook.
2. **Click the column you wish to move**
3. Use the down and up arrows on the **Reorder Columns:** box to move the column.
4. Click **Apply**.
5. Click **Submit** to save your changes.

