

# Managing the Grade Center

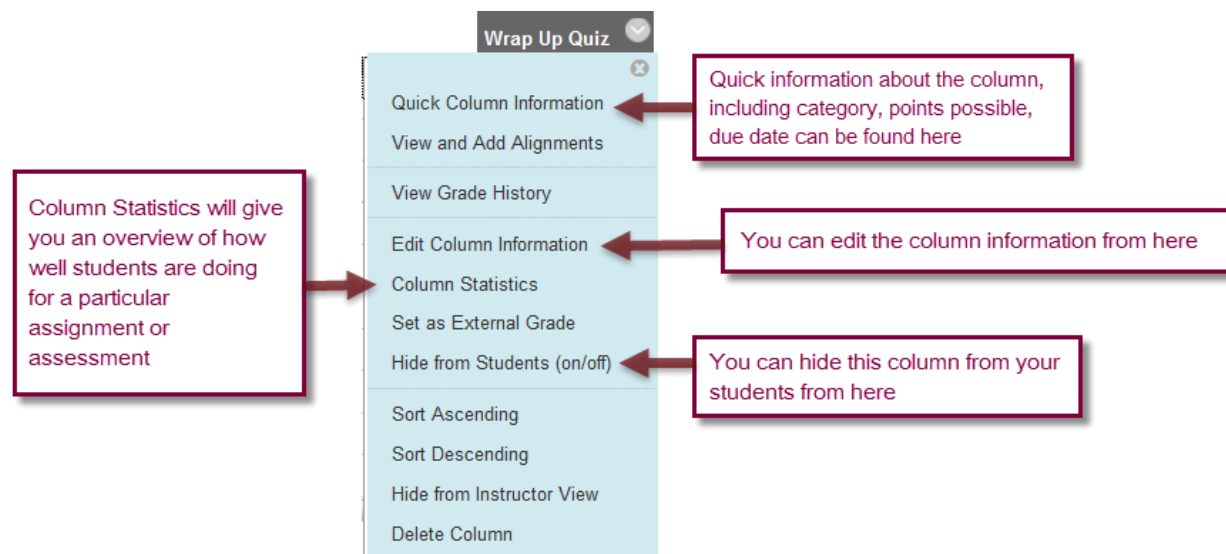
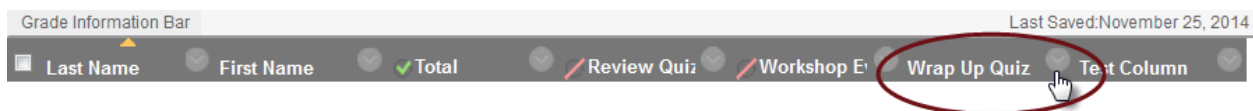


All Grade Center functions are initiated on the Grade Center page. This view is customizable, allowing you to sort items in ways to maximize efficiency and to view student information with a minimum of scrolling.

You can customize your view by moving, showing or hiding columns in the Grade Center to reduce scrolling. By default, the columns for students' first and last names appear first. Columns for gradable items and calculations of those items appear across the page. You decide which columns appear and in what order. Icons appear in cells and headings to signify the availability of students, the visibility of items to students, and the status of gradable items.

## Viewing/Editing Column Information

After a column has been created, the settings can be easily accessed and edited. To do so, go to your Full Grade Center and click on the action link next to the column you want to view/edit.



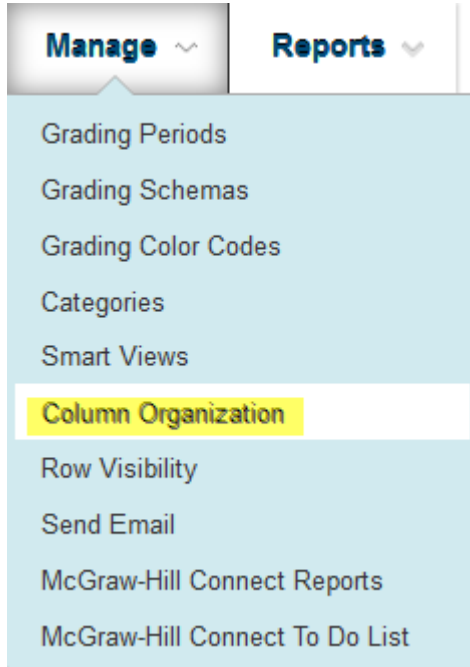
## Using the Column Organization Page

On the Column Organization page, you can:

- Move one or more columns to a category, a different category, or no category.
- Show and hide columns in the Grade Center grid.
- Change the order of grading period tables and columns.

Use the following steps to change the display of the Grade Center.

1. In the Grade Center, point to Manage on the action bar to access the drop-down list.
2. Select Column Organization.



### To Show or Hide Grade Center columns

Instructors can show or hide columns from their grade center view from the Column Organization page. (Please note: this only hides the column from the instructor view, not the student view. See above information on how to hide grade center columns from students)

A screenshot of the Grade Center interface showing the 'Shown in All Grade Center Views' section. At the top, there are three buttons: 'Show/Hide', 'Change Category to...', and 'Change Grading Period to...'. Below these buttons is a table with columns 'Name' and 'Grading Period'. The table contains several rows, each with a checkbox and a plus icon to its left. A red arrow labeled '1' points to the checkbox for 'Last Name (Frozen)'. Another red arrow labeled '2' points to the 'Show/Hide' button. A red box contains the text: 'To show or hide a row: 1. Click in the box to the left of the row name 2. Click on the Show/Hide button and then select Submit'. Another red box contains the text: '\*The student's first name and last name are Frozen and therefore cannot be deleted or hidden.' The table rows are: 'Last Name (Frozen)', 'First Name (Frozen)', 'Everything above this bar is a... (Frozen)', 'Username (Hidden)', 'Student ID (Hidden)', 'Last A...', and 'Availability (Hidden)'. The 'Grading Period' column contains 'Institution' for the last three rows.

Hidden columns will turn grey.

## Moving Columns

Instructors can also change the order of grade center columns from the Column Organization page. **Note:** the order in which you view your columns is the order in which students will view their grades in their My Grades.

