Organize Columns

Instruction can organize the display of the Grade Center through the Column Organization page within Grade Center. This tutorial includes introduction about the following features within Column Organization page: Reorganize columns; freeze or unfreeze columns; hide or show columns, and modify the Categories of columns.

Reorganize Columns:
When a column is created in Grade Center, it is automatically added to the end of the Grade Center spreadsheet display unless associated to a particular Grading Period. The process to reorganize columns is:

1. Go to Control Panel > Grade Center > Full Grade Center. Hover the mouse over the Manage button and select Column Organization.

2. Find the column title to be reorganized. Click and hold the mouse over the 4-headed arrows icon to the left of the column title and drag to the desired location. (In the example screenshot below, Forum Sample One is shown dragging the column up and releasing it before Essay 1 column.)

3. Click Submit to update the changes.

Freeze Columns:
Frozen columns remain in a locked position on the left side of the Grade Center while the rest of the columns are available to be scrolled through. This feature can be used to easily match up individual students with their data/score across the entire length of the Grade Center. The
columns containing students’ first and last names are frozen by default. These appear in a darker shade of gray.

1. Go to Control Panel > Grade Center > Full Grade Center. Hover the mouse over the Manage button and select Column Organization.

2. Locate the column to be frozen. Click, hold, and drag the 4-headed arrows icon to the left of that column title so the column appears above the indicator that says Everything above this bar is a frozen column. The newly frozen column will then appear with a darker shade of gray than columns that are not frozen and will always remain in view even when scrolling to the far right.

3. Click Submit to update the changes.

Unfreeze Columns:
Once a column has been frozen, it can be unfrozen by accessing the same Column Organization page.

1. Locate the column to be unfrozen. Click, hold, and drag the 4-headed arrows icon to the left of that column title so the column appears below the indicator that says Everything above this bar is a frozen column.
2. Click **Submit** to update the changes.

**Hide Columns in Grade Center:**
Instructors have the ability to hide any column from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column but prevents it from being seen within the Grade Center.

**NOTE:** Hiding columns using this method will not hide them from students. They will only be hidden in the Grade Center.

There are two methods to hide columns in the Grade Center.

**First Method:** Within Grade Center, click the double-down arrow next the column title and select **Hide Column**.

**Second Method:** Hide the column within the Column Organization page.
1. Within **Grade Center**, hover the mouse over the **Manage** button and select **Column Organization**.
2. Select the check boxes of the columns to be hidden.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grading Period</th>
<th>Category</th>
<th>Due Date</th>
<th>Date Created</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Shown in Selected Views Only</td>
<td>Attendance</td>
<td>None</td>
<td>Nov 3, 2008</td>
<td>20</td>
</tr>
<tr>
<td>Sample Single Assignment</td>
<td>Shown in Selected Views Only</td>
<td>Assignment</td>
<td>Apr 30, 2010</td>
<td>Mar 4, 2010</td>
<td>20</td>
</tr>
</tbody>
</table>

3. Hover over the **Show/Hide** button and select **Hide Selected Columns**.

4. Click **Submit** to update the changes.

**Show a Column in Grade Center:**

1. Within **Grade Center**, hover the mouse over the **Manage** button and select **Column Organization**.
2. Select the check boxes of the columns to be revealed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grading Period</th>
<th>Category</th>
<th>Due Date</th>
<th>Date Created</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username (Hidden)</td>
<td></td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td></td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Access (Hidden)</td>
<td></td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability (Hidden)</td>
<td></td>
<td>Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Hover over the double-down arrows next to the **Show/Hide** button and select **Show Selected Columns**.
4. Click **Submit** to update the changes.
Note: To hide the column from students, please review the tutorial of “Add and Modify Grade Columns”.

Modify Column Category:

1. Within Grade Center, hover the mouse over the Manage button and select Column Organization.
2. Select the columns to be added to a category. Columns can be selected by placing a check mark in the appropriate box.
3. Hover over the Change Category to ... button and select the desired category.

4. Click Submit to update the changes.