

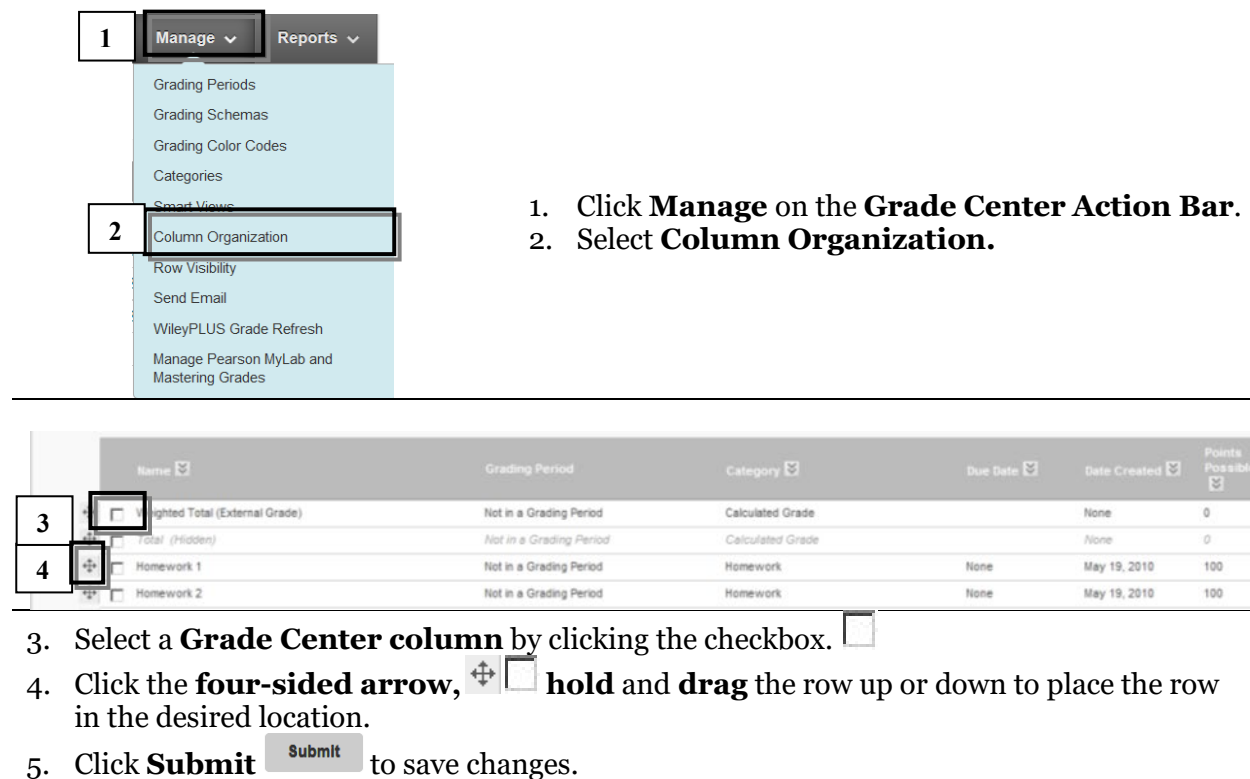
# Manage the Grade Center

The **Manage** page aids in configuring the Grade Center display. The Organize option allows instructors to:

- **Move** columns.
- **Hide** or **show** columns.
- **Change Categories** in one or more columns.
- **Sort** the grade center.

## Move Grade Center Columns

Moving columns is an ideal way to group tests and assignments together, or place a calculated column in a place where it can be easily viewed.



1. Click **Manage** on the **Grade Center Action Bar**.

2. Select **Column Organization**.

3. Select a **Grade Center column** by clicking the checkbox.

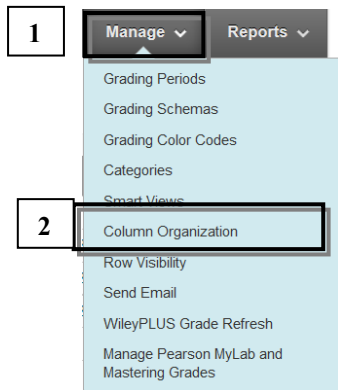
4. Click the **four-sided arrow**, **hold** and **drag** the row up or down to place the row in the desired location.

5. Click **Submit** to save changes.

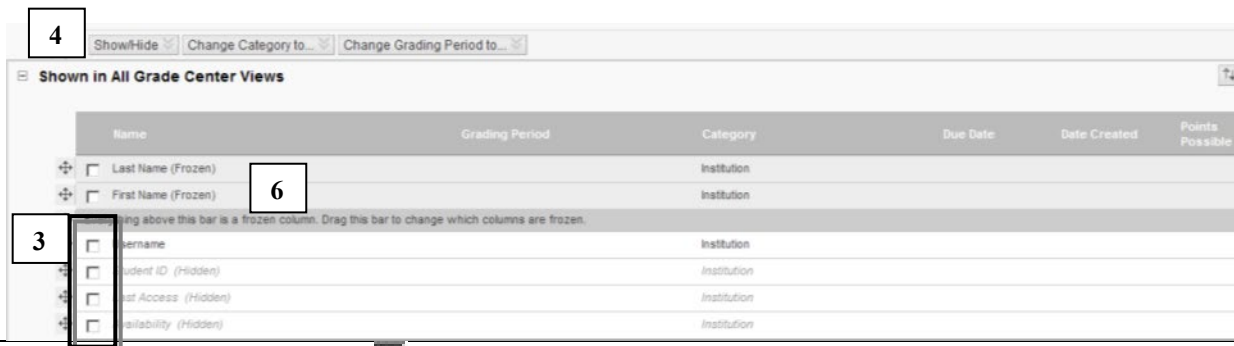
Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Total (Hidden)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Homework 1	Not in a Grading Period	Homework	None	May 19, 2010	100
<input type="checkbox"/> Homework 2	Not in a Grading Period	Homework	None	May 19, 2010	100

## Show/Hide Grade Center Columns

Hiding a column maintains all existing information associated with the column, but prevents it from being seen within the Grade Center.



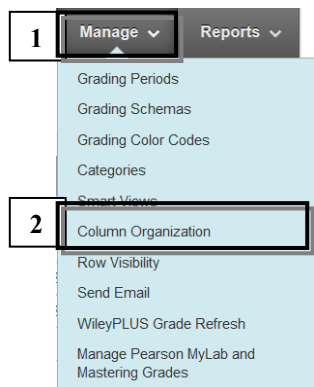
1. Click **Manage** on the **Grade Center Action Bar**.
2. Select **Column Organization**.



3. Select the **check boxes** ☐ of the Grade Center columns to be hidden.
4. Click **Show/Hide**.
5. Select **Hide Selected Columns**, or **Show Selected Columns**.
6. Hidden columns will appear **grayed out** in the Grade Center view.
7. Click **Submit**  to save changes.

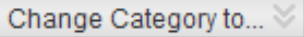

## Change Categories for Multiple Columns

Instructors can change categories for several Grade Center columns at once.

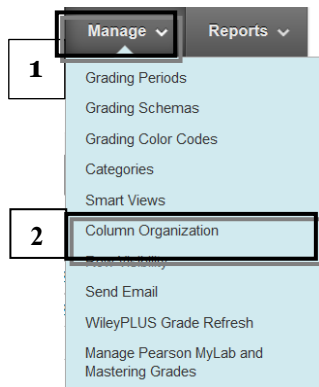


1. Click **Manage** on the **Grade Center Action Bar**.
2. Select **Column Organization**.

<input checked="" type="checkbox"/>	Essay 1	Not in a Grading Period	Assignment	Jan 5, 2010	Dec 11, 2009	100
<input checked="" type="checkbox"/>	Essay 2	Not in a Grading Period	Assignment	Feb 1, 2010	Dec 17, 2009	100
<input checked="" type="checkbox"/>	Homework 3	Not in a Grading Period	Assignment	May 31, 2010	May 10, 2010	100
<input checked="" type="checkbox"/>	Homework 4	Not in a Grading Period	Homework	May 31, 2010	May 20, 2010	100
<input checked="" type="checkbox"/>	School Review	Not in a Grading Period	Semester Project	Mar 18, 2010	Mar 16, 2010	100
<input type="checkbox"/>	Latin Forum	Not in a Grading Period	Semester Project	None	May 19, 2010	100
<input type="checkbox"/>	Module Test	Not in a Grading Period	Semester Project	None	Mar 16, 2010	100
<input type="checkbox"/>	Final Exam	Not in a Grading Period	Test	None	May 18, 2010	100
<input type="checkbox"/>	Midterm	Not in a Grading Period	Test	None	May 8, 2010	100



1. Select the **check boxes** ☐ of the Grade Center columns to be changed.
2. Click **Change Category to.** 
3. Choose a **category** from the list.
4. Click **Submit**  to save changes.

## Sort the Grade Center



3. Click **Manage** on the **Grade Center Action Bar**.
4. Select **Column Organization**.

Name 	Grading Period	Category 	Due Date 	Date Created 	Points Possible 
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1. The Grade Center may be sorted alphabetically by Column; Name, Category, Due Date, Date Created, or Points Possible.
2. Select any of the **Action Buttons**  on the header to sort.
3. Click **Submit**  to save the Sort.