Grade Center- Column Organization

The Column Organization page helps in the configuration of the Grade Center display. This feature can be used to:

- Reorganize columns
- Freeze or unfreeze columns.
- Hide or Show Columns.
- Modify the Categories of columns.

Reorganizing Columns

When a column is created in Grade Center, it is automatically added to the end of the Grade Center display, unless associated to a particular Grading Period. To rearrange the column order, use the Column Organization feature.

1. In the Grade Center, hover over the Manage menu and select Column Organization.

2. Find the column title to be reorganized. Click and hold over the arrows icon to the left of the column title and drag to the desired location. (In example screenshot below, dragging Exam up and releasing will move it before the Test column.)

3. Click Submit when finished.

Freezing Columns

Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can 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. In the Grade Center, hover over the Manage Menu and select Column Organization.

2. Find the column to be frozen. Then, click, hold, and drag the arrow icon ▲ of that column 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 while scrolling to the far right.

3. Click Submit when finished.

Unfreezing Columns
Once a column has been frozen, it can be unfrozen by accessing the same Column Organization screen.
1. In the **Grade Center**, hover over the **Manage Menu** and select **Column Organization**.

2. Find the column to be unfrozen. Then, click, hold, and drag the arrow icon of that column so the column appears below the indicator that says **Everything above this bar is a frozen column**.

3. Click **Submit** when finished.

### Hiding 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. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

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

1. Move the cursor over the column to be hidden.
2. Click on the button to open the **Action Menu** and click **Hide Column**.
1. Hover over the **Manage** menu and select **Column Organization**.

2. Select the check boxes of the columns to be hidden.

3. With the boxes checked, hover over the **Show/Hide** menu and select **Hide Selected Columns**.

4. Click **Submit** to save changes.
Showing a Column in Grade Center

1. Hover over the Manage menu in the Grade Center and select Column Organization.

2. Select the check boxes of the columns to be revealed.

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

4. Click Submit when finished.

Hiding Columns from Students

Columns hidden using the above method are only hidden from the instructor Grade Center view, for internal organization purposes of the Grade Center. To hide columns from students:

1. Locate the column to be hidden from the student view, click the Action Menu icon and select Edit Column Information.
2. Scroll down to the **Options** area (section 3), find **Show this Column to Students** and select **No**.

<table>
<thead>
<tr>
<th>Include this Column in Grade Center Calculations</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show this Column to Students</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Show Statistics (average and median) for this column to Students in My Grades</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

3. Click **Submit** when finished.

**NOTE:** Hidden columns will be indicated in the grade center with by a unique symbol in the column header 🎨.

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**Modifying Column Categories**

1. In the **Grade Center**, hover over the **Manage** menu 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. With the boxes checked, hover over the **Change Category to...** menu and select the desired category.

<table>
<thead>
<tr>
<th>Change Category to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Category</td>
</tr>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Survey</td>
</tr>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Discussion</td>
</tr>
<tr>
<td>SafeAssignment</td>
</tr>
<tr>
<td>Self and Peer</td>
</tr>
</tbody>
</table>

4. Click **Submit** to save changes.