

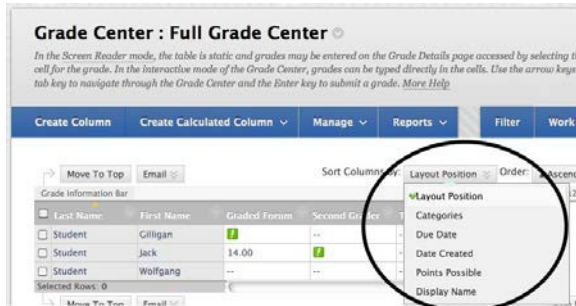
Customizing and Organizing the Grade Center

Sorting Columns

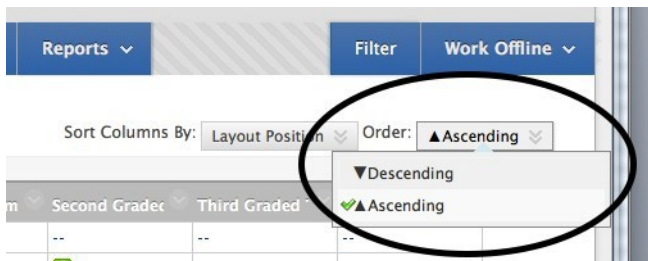
The Grade Center, by default, lists Students' First and Last Names first, followed by their usernames, student IDs, last access and availability. Columns for gradable items and calculations of sets of graded items appear across the page. To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

Step 1. Place your mouse cursor over **Display Name** (next to "Sort Columns By") and select the criteria by which you would like to sort the visible columns.



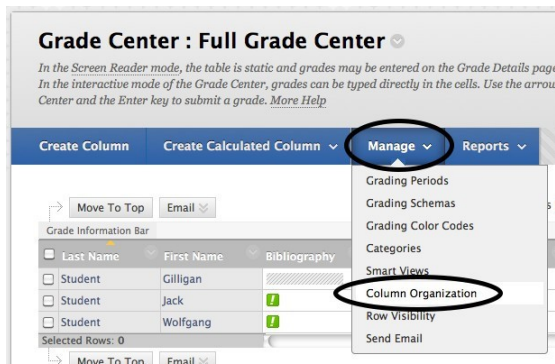
Step 2. Place your mouse course over **Ascending** (next to "Order") and select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.



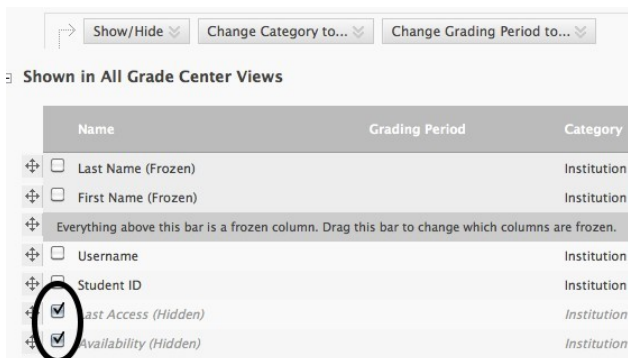
NOTE: Sorting based on the criteria defined here is not saved across sessions. Once the browser is closed, the view will default back to its default view.

Showing and Hiding Grade Columns

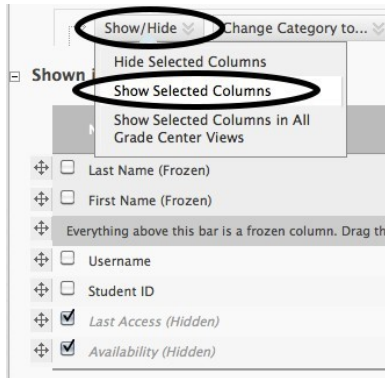
Step 1. To show or hide columns, click **Column Organization** Under **Manage** on the Grade Center page.



Step 2. Check the boxes (to the left of the column names) for the columns you would like to hide or show.

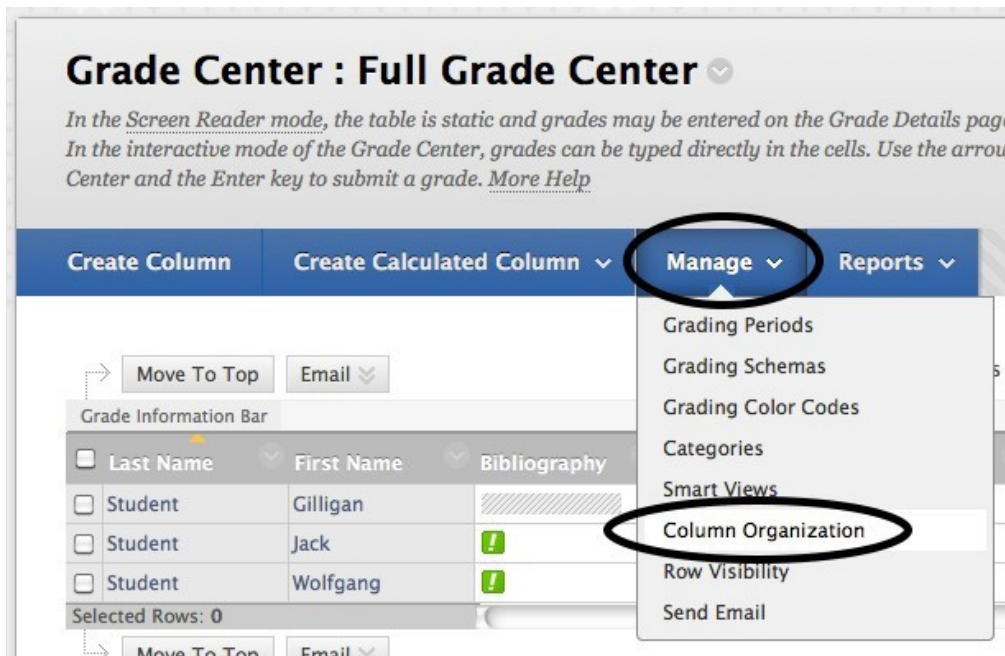



Step 3. Place your cursor over the **Show/Hide** button and select whether you would like to *Hide Selected Columns*, *Show Selected Columns*, or *Show Selected Columns in All Grade Center Views*. Then click **Submit** to save the changes.



Moving Columns

Step 1. To reorganize columns, click **Column Organization** underneath **Manage** on the Grade Center page.



Step 2. Click on the  arrow beside the Column Name and drag the row to the desired location.

Step 3. Click **Submit** on the right to save your changes.

Note: You may move rows from the **Not in a Grading Period** section to the **Shown in All Grade Center Views** section.

Hide Users

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center and can be revealed at any time. To hide students, follow these steps:

Step 1. Place your cursor over **Manage** on the Grade Center page and select **Row Visibility**.

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. The 'Manage' button is circled in black. A dropdown menu is open below it, listing options: 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', 'Row Visibility', and 'Send Email'. The 'Row Visibility' option is circled in black. Below the menu, a table of student data is visible with columns for 'Last Name', 'First Name', and 'Bibliography'. The table contains three rows: 'Student Gilligan', 'Student Jack', and 'Student Wolfgang'. The 'Bibliography' column for the last two rows has a green exclamation mark icon. Below the table, there are 'Move To Top' and 'Email' buttons.

Step 2. Select the desired users and choose to **Hide Users** from the Grade Center View. Show users who have been hidden by selecting them and clicking **Show Users**.

1. Set Rows Visibility

Select the desired rows and choose to Hide them from the Grade Center View. Show rows that have been hidden by selecting them and clicking Show.

The screenshot shows the 'Grade Center' interface with a table of student data. The table has columns for 'Last Name', 'First Name', 'Student ID', and 'Status'. The first row is 'Barricklow', 'Sherry - Student', 'barricks.student', and 'Hidden'. The 'Barricklow' row is selected, indicated by a checked checkbox in the first column. Above the table, there are 'Hide Rows' and 'Show Rows' buttons. The 'Show Rows' button is circled in black. Below the table, there are 'Move To Top' and 'Email' buttons.

Step 3. Click **Submit** to save your changes.

NOTE: Users that are hidden will appear grayed out on the Users page and will not appear in the Grade Center View. Users that are shown will appear in black text on the Users page and will appear in the Grade Center View.