HOW TO ORGANIZE GRADE CENTER COLUMNS

1. In Full Grade Center, click on Manage.
2. Click on Column Organization.
3. Place the cursor over one of the arrows. The cursor will change to a four headed arrow. Click and drag the item to reorder.
4. Release the mouse button when the item reaches the position where it should be dropped.
5. When finished rearranging, click Submit. The grade columns will display in the new order on the main Grade Center page.
HOW TO HIDE COLUMNS IN GRADE

PLEASE NOTE: THE FOLLOWING DIRECTIONS WILL SHOW HOW TO HIDE COLUMNS FOR INSTRUCTORS ONLY. THIS WILL NOT AFFECT THE STUDENT'S VIEW (MY GRADES).

1. In the Grade Center, click Manage and select Column Organization from the menu.

2. On the Column Organization page, decide what item(s) should be hidden. Place a check mark in each check box that you would like to hide.

3. At the top of the page, select the menu for Show/Hide.
4. Click Hide Selected Columns from the menu. The page will immediately update. The selected column names turn gray and the word "(Hidden)" appears in the list next to the column name.

5. Click Submit when finished. On the main Grade Center page, the selected columns no longer display.
HOW TO CREATE A WEIGHTED COLUMN IN GRADE CENTER

1. In Grade Center, select Full Grade Center.
2. In Create Calculated Column, click on the chevron to show Weighted Column. 
   PLEASE NOTE: A WEIGHTED COLUMN CALCULATES AND DISPLAYS A GRADE FOR A SELECTED NUMBER OF COLUMNS BASED UPON EACH COLUMN’S RESPECTIVE WORTH OF THE TOTAL GRADE.

3. Enter a Column Name (REQUIRED) and Grade Center Name (OPTIONAL and will display as the column header in the Grade Center.)
4. Provide a Description (OPTIONAL), but may help you identify the column.
5. Select the Primary Display option: Score, Text, Percentage, Letter, and Complete/Incomplete.
6. In Select Columns, select the columns and categories to include in this weighted grade and set the weight percentages. You can weigh by individual assignments, by category, or assessments. TIP: If you have more than one of the same type of assignment, such as 4 quizzes or 3 projects, weigh by category. You can always go back to Full Grade Center to assign a category to an item.

7. Allow the defaults, Yes for Include this Column in Grade Center Calculations and Show this Column to Students, and No for Show Statistics to Students in My Grades. Click Submit.