Column Organization

Hide user rows

1. Access each user's menu and select Hide Row. You can also select Hide Other Rows to remove all but the user's row from view.
2. On the Row Visibility page, you can hide and show user rows. Only your view of the Grade Center grid is affected. Student availability isn't affected. Access the page from the Manage menu.

Organize columns in the Grade Center

On the Column Organization page, you can view all the columns in the Grade Center on one page.

Drag and drop to reorder the columns and the changes you make appear in the Grade Center grid.

On this page, you can organize the Grade Center columns in these ways:

- Reorder columns quickly with the drag-and-drop function.
- Freeze or unfreeze columns in the first table. If you freeze a column, it remains stationary when you scroll through the Grade Center view.
- Hide or show multiple columns.
- Change a grade column's category or grading period.

NOTE: Changes you make on this page don't affect what students see in My Grades. For example, if you choose to hide a column on this page, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in My Grades or select Show/Hide to Users in a column's menu. In the Grade Center grid, the Column Not Visible to Users icon appears in the column header for a column hidden from students.
Access the Column Organization page

In the Grade Center, access the Column Organization page from the Manage menu. On the Column Organization page, the rows are organized in tables. You can move most rows to any table, and you can reorder grading period tables.

A. **Hide, show, or move columns**: Select columns' check boxes and make a selection from a menu. Hidden columns don't appear in the Grade Center grid, but all data is retained.

B. **First table**: Shown in All Grade Center Views is always first, and you can't move it. The columns in this table pertain to user information, and you can't move them into another table. If shown, these columns always appear on the left side of the grid. You can also freeze columns in the first table so that they remain stationary as you scroll in the grid. Drag the bar that states: Everything above this bar is a frozen column or drag a column above the bar to freeze it. Use this feature to easily match up individual students with their data across the Grade Center.

If you move a column to the first table, it appears in all views of the Grade Center. For example, you can move the total column to the first table. Then, if you change your Grade Center view to only show a single grading period, the total column appears also. Carefully consider which rows you move to the first table. For example, you filter your view to show only the Assignment category. But, you moved a test column to the first table. Because the test column appears in all views, it will appear with the assignment columns in the grid.

C. **Reorder grading period tables**: Use the drag-and-drop function. Expand and collapse the contents with the plus and minus icons.

D. **Drag a column to a new location**: Use the drag-and-drop function. Or, select columns' check boxes and make a selection from a menu.

E. **Reorder the grading period tables or columns in a table**: Use the keyboard accessible reordering tool. In the Reorder box, make a selection and use the up and down arrows to adjust the order. Select Apply.

F. **Sort columns**: Access the column's menu and set an ascending or descending order.
G. **Last table**: The table is named Shown in Selected Views Only and columns not associated with an existing grading period appear. Or, if no grading periods exist, the table is named Not in a Grading Period and all grade and calculated columns appear.

H. **IMPORTANT!** Select Submit to save changes. If you try to navigate away from this page without submitting, a pop-up window warns you to save the changes.