Manage / Organize Grade Center
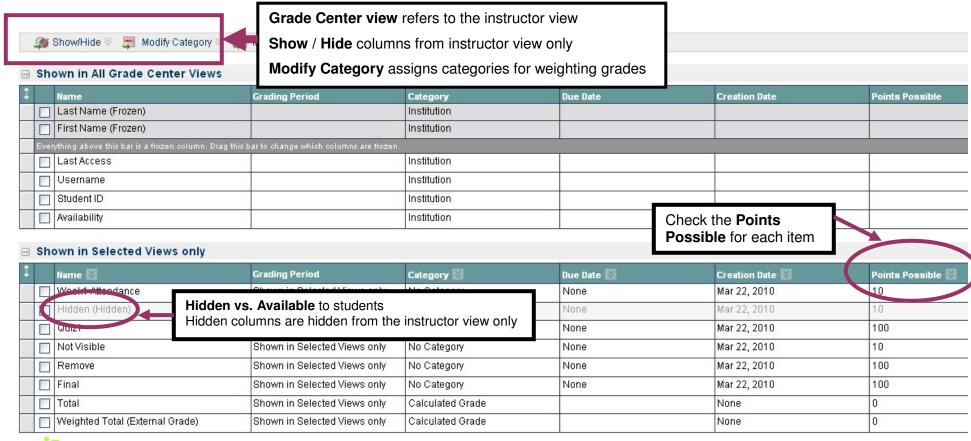
Access Manage / Organize Grade Center by going to the Action Bar.
- **Reorder** Grade Center columns
- **Show** / **Hide** columns in the Grade Center (instructor view)
- **Categorize** columns for weighting grades
- Check the **Points Possible** assigned to assignments (must go to Modify Column to change points possible)

Grade Center view refers to the instructor view

Show / **Hide** columns from instructor view only

Modify Category assigns categories for weighting grades

Show/Hide ⊗   Modify Category ⊗

Shown in All Grade Center Views

	Name	Grading Period	Category	Due Date	Creation Date	Points Possible
☐	Last Name (Frozen)		Institution			
☐	First Name (Frozen)		Institution			
	Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
☐	Last Access		Institution			
☐	Username		Institution			
☐	Student ID		Institution			
☐	Availability		Institution			

Check the **Points Possible** for each item

Shown in Selected Views only

	Name ⊗	Grading Period	Category ⊗	Due Date ⊗	Creation Date ⊗	Points Possible ⊗
☐	Week1 Attendance	Shown in Selected Views only	No Category	None	Mar 22, 2010	10
☐	Hidden (Hidden)			None	Mar 22, 2010	10
☐	Quiz1			None	Mar 22, 2010	100
☐	Not Visible	Shown in Selected Views only	No Category	None	Mar 22, 2010	10
☐	Remove	Shown in Selected Views only	No Category	None	Mar 22, 2010	100
☐	Final	Shown in Selected Views only	No Category	None	Mar 22, 2010	100
☐	Total	Shown in Selected Views only	Calculated Grade		None	0
☐	Weighted Total (External Grade)	Shown in Selected Views only	Calculated Grade		None	0

Hidden vs. Available to students
Hidden columns are hidden from the instructor view only

Check boxes to select one or more items at a time to Hide or Categorize

Drag and drop to easily reorder Grade Center columns