Grade Center
Manage Columns

HOW TO GUIDE

MANAGING GRADE CENTER

The Full Grade Center contains columns for every gradable item in your course. Sometimes these columns can become unorganized. There are tools in the Full Grade Center that can help you manage and keep your grade center organized. You can also delete manually created columns that are not needed or hide columns until they are needed at a later time. The following sections in this guide will show you how to complete these tasks. You may also refer to the video tutorial on our ELearning @ Sac State YouTube channel called How to Organize the Grade Center.

KEY AREAS

The key area that you will be using throughout these processes is the Column Organization page which is accessed from the Manage tab in the action bar of the Full Grade Center. In the Column Organization page you will be able to reorder your columns and show/hide columns. Another key area that you will be using is the down arrow that is to the right of a column's name. Some of the features that are found in the Column Organization page can be found in the down arrow option.

REORDER GRADE CENTER COLUMN(S)

At some point, you may need to reorganize the grade center columns in your course. For example, you may want to put columns into a certain order specific to the delivery of assignments and tests in your course.

step 1. Locate Control Panel Menu in the bottom right.
step 2. Select Grade Center.
step 3. Click Full Grade Center
step 4. Click the Manage button located at the top of the Grade Center screen
step 5. Select Column Organization from the drop-down list.
step 6. Move the mouse next to the row. Click and hold down the mouse on the cross arrow next to the column you want to move.
step 7. Drag the column up or down to the location of your choice.
**SHOW/HIDE COLUMN(S)**

The grade center provides the option to hide columns that you do not want to make visible to students. For example, you can hide columns that were created in advance for future assignments and show them at a later date. You may also want to hide columns if you have not finished entering grades or if the column is not currently used. The show/hide options in the grade center will allow you to hide columns from students and yourself.

**Show/Hide Column(s) from Your View**

If you created a column before the time you need to use it, you can hide it from yourself. This will help make your grade center look less cluttered.

Process 1: (Making multiple columns show/hide)

*step 1.* Locate Control Panel Menu in the bottom right.

*step 2.* Select Grade Center.

*step 3.* Click Full Grade Center

*step 4.* Click the Manage button located at the top of the Grade Center screen.

*step 5.* Select Column Organization from the drop-down list.

*step 6.* Check the check-box next to the name(s) of the columns you want to show/hide.

*step 7.* Click Show/Hide button at the bottom.

*step 8.* Select either Show Selected Columns or Hide Selected Columns.

*step 9.* Click Submit to process your action.

Process 2: (Show/hide one file at a time)

*step 1.* Locate Control Panel Menu in the bottom right.

*step 2.* Select Grade Center.

*step 3.* Click Full Grade Center

*step 4.* Locate the column you want to hide.

*step 5.* Click on the down-arrow that is to the right of the column name.

*step 6.* Select Hide Column.
Note: To Show a column again, you will need to use process 1 to make it appear if needed.

Show/Hide Column(s) from Student View

You may not want students to see certain columns until a later time, if you have not finished entering grades for that column for example. There are two different processes to show/hide columns from student view.

Process 1: (Quicker method)

1. Locate Control Panel Menu in the bottom right.
2. Select Grade Center.
3. Click Full Grade Center
4. Locate the column you want to show/hide.
5. Click on the down-arrow that is to the right of the column name.
6. Select Show/Hide to Users.
Process 2: (Slower method)

**step 1.** Locate **Control Panel Menu** in the bottom right.

**step 2.** Select **Grade Center**.

**step 3.** Click **Full Grade Center**

**step 4.** Click on the down-arrow that is to the right of the column name.

**step 5.** Select **Edit Column Information**.

**step 6.** Scroll down to section 4 called **Options**. Select **Yes** or **No** for the option **Show this Column to Students**.

**step 7.** Click **Submit** to process your action.
DELETE GRADE CENTER COLUMN(S)

You can remove columns that you created and no longer need by following these steps:

**step 1.** Locate Control Panel Menu in the bottom right.

**step 2.** Select Grade Center.

**step 3.** Click Full Grade Center

**step 4.** Locate the column you want to delete.

**step 5.** Click on the down-arrow that is to the right of the column name.

**step 6.** Select Delete Column.

![Delete Column](image)

**Note:** You can only remove the columns that you have created manually through the Grade Center. This process is different for deleting assignments and/or tests that were created outside the Grade Center.