

# Grade Center

## Manage Columns

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

### 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.

*step 8.* Click **Submit**.

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## 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.

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### 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

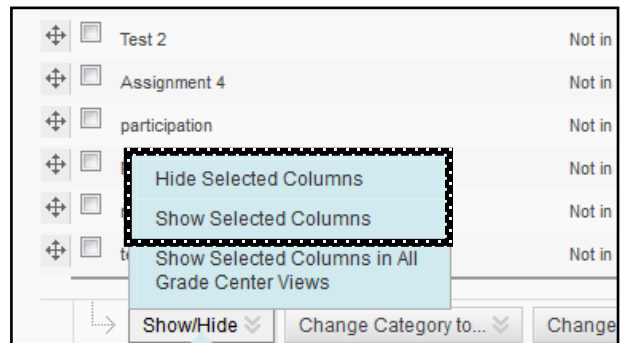
*step 5.* Select **Column Organization** from the drop-down list.

*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.

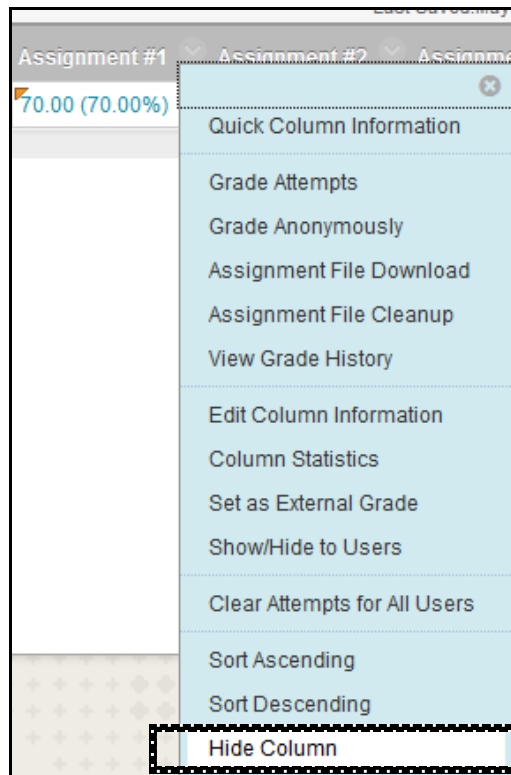
*step 2.* Select **Grade Center**.

*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.

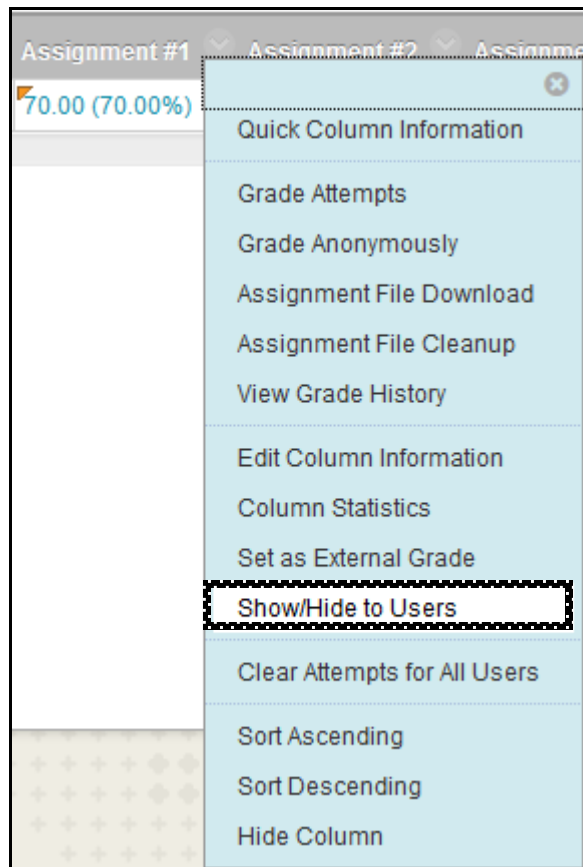
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## Show/Hide Column(s) from Student View

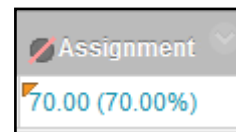
You may not want students to see certain columns until a later time, if you have not finished entering grades for that column for example. There are two different processes to show/hide columns from student view.

Process 1: (Quicker method)

- 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 show/hide.
- step 5.* Click on the down-arrow that is to the right of the column name.
- step 6.* Select **Show/Hide to Users**.

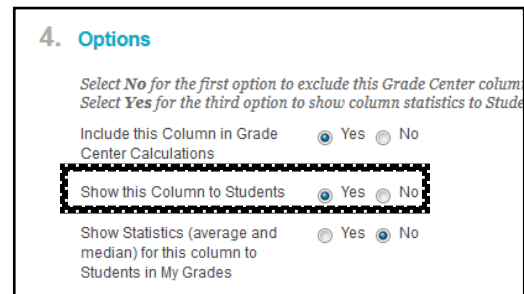


*step 7.* The “Column Not Visible to Users” indicator will display to the left of column’s name. The indicator appears as a dark grey circle with a red line through it.



Process 2: (Slower method)

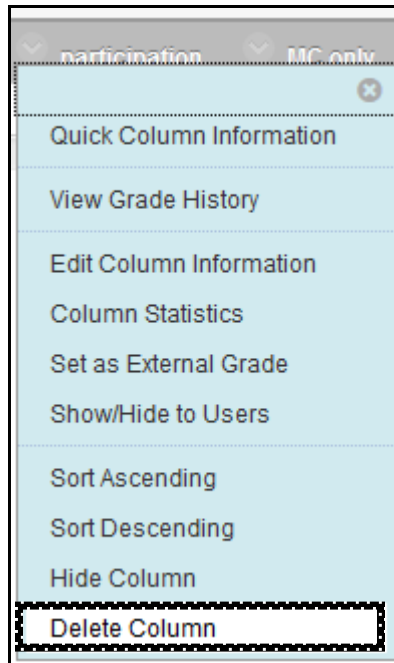
- step 1.* Locate **Control Panel Menu** in the bottom right.
- step 2.* Select **Grade Center**.
- step 3.* Click **Full Grade Center**
- step 4.* Click on the down-arrow that is to the right of the column name.
- step 5.* Select **Edit Column Information**.
- step 6.* Scroll down to section 4 called **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**.



**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**.