



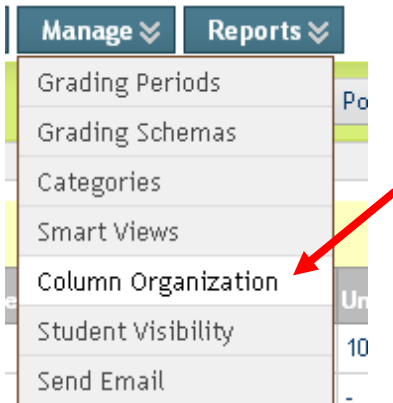
How do I modify column organization?

To modify column organization,

Go to **Control Panel > Evaluation > Grade Center**.

Select **Manage**.

Select **Column Organization**.



A new page appears.

Move the cursor over the 4-headed pointer beside of the column that needs to be moved. The cursor will turn in to a 4 headed pointer. Hold down the left mouse and move the item up or down until the item is in the correct location.

Click **Submit**.

The screenshot shows the 'Column Organization' page. On the left is a navigation sidebar with 'Control Panel' expanded to 'Evaluation'. The main content area has a title 'Column Organization' and a description: 'The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)'. Below this are two tables. The first table, 'Shown in All Grade Center Views', has columns: Name, Grading Period, Category, Due Date, Date Created, and Points Possible. It lists several columns, some of which are frozen. The second table, 'Not in a Grading Period', also has the same columns and lists columns that are not currently in a grading period. A red arrow points to the 'Submit' button in the top right corner of the main content area.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username (Hidden)		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access (Hidden)		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade		Feb 22, 2010	0
<input type="checkbox"/> Introduce Yourself DB	Not in a Grading Period	REL 230 Discussion Boards	None	Jun 9, 2009	100
<input type="checkbox"/> Understanding Religion - Chapter 1 Quiz	Not in a Grading Period	REL 230-35 Quizzes	None	Jun 4, 2009	20