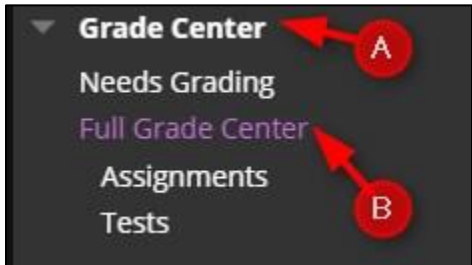


Column Organization in the Grade Center

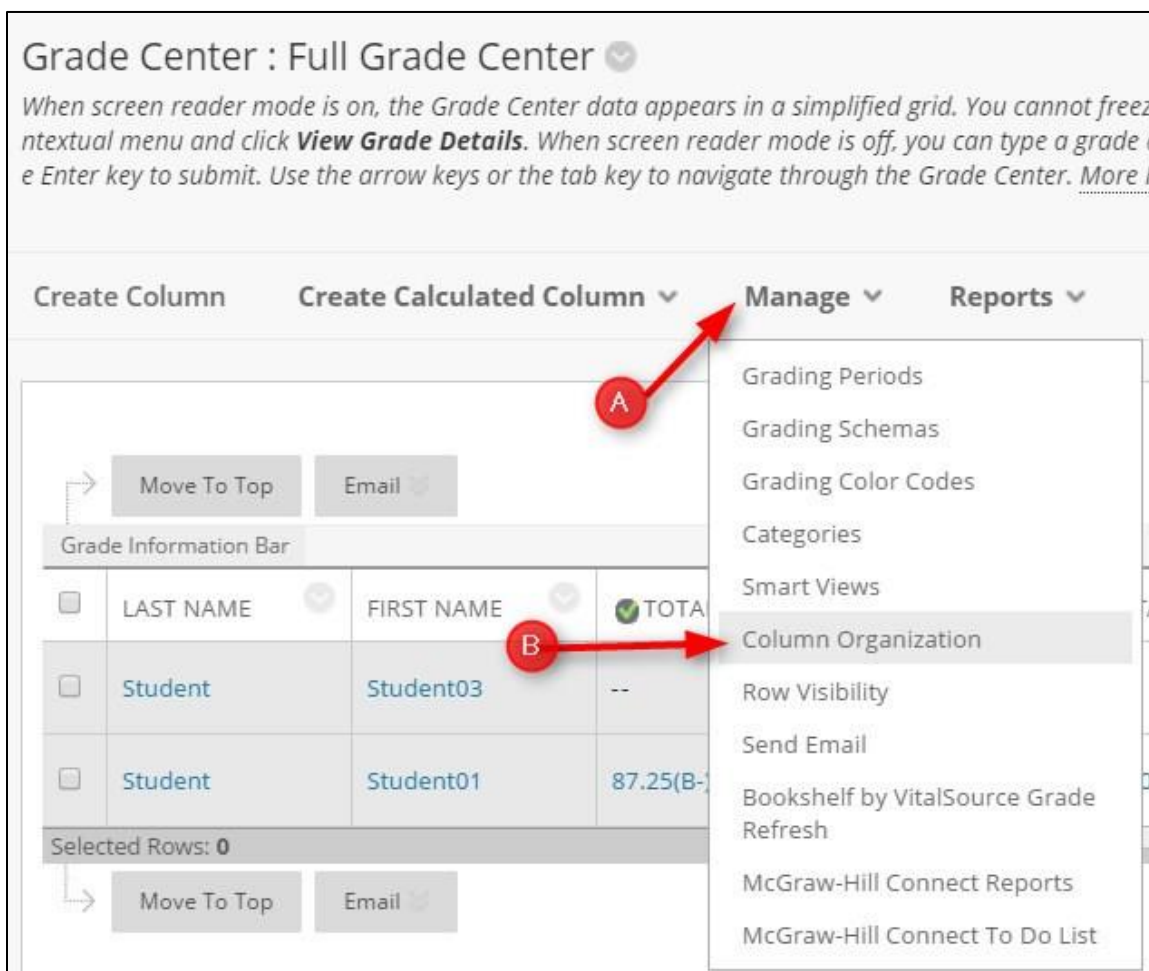
The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center.

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Full Grade Center**



4. Roll your mouse over **Manage** and click **Column Organization**.



Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ **Manage ▾** Reports ▾

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
Bookshelf by VitalSource Grade
Refresh
McGraw-Hill Connect Reports
McGraw-Hill Connect To Do List

	LAST NAME	FIRST NAME	TOTAL
<input type="checkbox"/>	Student	Student03	--
<input type="checkbox"/>	Student	Student01	87.25(B-)

Selected Rows: 0

5. You can move columns by clicking the **Reorder Columns** icon, **select the column to move**, click the **up or down arrow**, and then click **apply**.

Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points
Syllabus Quiz	Not in a Grading Period	Test	None	Oct 13, 2016	10
#1 Quiz	Not in a Grading Period	Test	None	Oct 6, 2016	10
#2 Quiz	Not in a Grading Period	Test	Nov 14, 2016	Oct 17, 2016	10
#1 Test	Not in a Grading Period	Test	None	Oct 6, 2016	10
#1 Exam	Not in a Grading Period	Test	None	Oct 19, 2016	10
Total Tests and Quizzes	Not in a Grading Period	Calculated Grade			
#1 Discussion	Not in a Grading Period	Discussion	Oct 31, 2016	Oct 6, 2016	10
#2 Discussion	Not in a Grading Period	Discussion	None	Oct 6, 2016	10
Week 2 Discussion	Not in a Grading Period	Discussion	None	Oct 17, 2016	10
Total Discussions	Not in a Grading Period	Calculated Grade		Oct 13, 2016	30 (may vary by student)
Is Online Learning Right For You?	Not in a Grading Period	Assignment	Oct 31, 2016	None	10
College Resources Digital Scavenger Hunt	Not in a Grading Period	Assignment	Oct 31, 2016	Oct 13, 2016	10
#1 Week Homework	Not in a Grading Period	Assignment	Oct 31, 2016	None	50
Total Assignments	Not in a Grading Period	Calculated Grade		Oct 17, 2016	120 (may vary by student)
#1 Lab	Not in a Grading Period	Assignment	Nov 7, 2016	None	25
#2 Lab	Not in a Grading Period	Assignment	Nov 14, 2016	None	25
Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
Total Labs	Not in a Grading Period	Calculated Grade		Oct 17, 2016	0 (may vary by student)

Reorder Columns:

- A: Reorder Columns icon
- B: Column to move
- C: Up arrow
- D: Apply button

You can move columns

6. After moving the column(s), click **Submit**.

