

## **Customizing and Organizing the Grade Center**

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### **Sorting Columns**

The Grade Center, by default, lists Students' First and Last Names first, followed by their usernames, student IDs, last access and availability. Columns for gradable items and calculations of sets of graded items appear across the page. To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

1. Place your mouse cursor over **Display Name** (next to **Sort Columns By**) and select the criteria by which you would like to sort the visible columns.
2. Place your mouse course over **Ascending** (next to **Order**) and select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.

### **Showing and Hiding Grade Columns**

1. To show or hide columns, click **Column Organization** underneath **Manage** on the Grade Center page.
2. Check the boxes (to the left of the column names) for the columns you would like to hide or show.
3. Place your cursor over the **Show/Hide** button and select whether you would like to **Hide Selected Columns**, **Show Selected Columns**, or **Show Selected Columns in All Grade Center Views**.
4. Click **Submit**.

### **Moving Columns**

1. To reorganize columns, click **Column Organization** underneath **Manage** on the Grade Center page.
2. Click on the **Column Name** and drag the row to the desired location.
3. Click **Submit**.

### **Showing and Hiding Users**

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center and can be revealed at any time. To hide users follow these steps:

1. Place your mouse cursor over **Manage** on the Grade Center page and select **Student Visibility**.
2. Select the desired users and choose to **Hide Users** from the Grade Center View. Show users who have been hidden by selecting them and clicking **Show Users**.
3. Click **Submit**.