Grade Center Column Organization: Reorganize Columns

When a column is added to the Grade Center, its default position is added at the end of the Grade Center display. To rearrange the column order, use the Column Organization feature.

Column Organization

In the Grade Center, hover over the Manage menu and select Column Organization.

Reorder

Find the column title to be reorganized. Click and hold over the crosshairs/arrows icon to the left of the column title and drag to the desired location.

Submit

Click Submit when finished to update order.