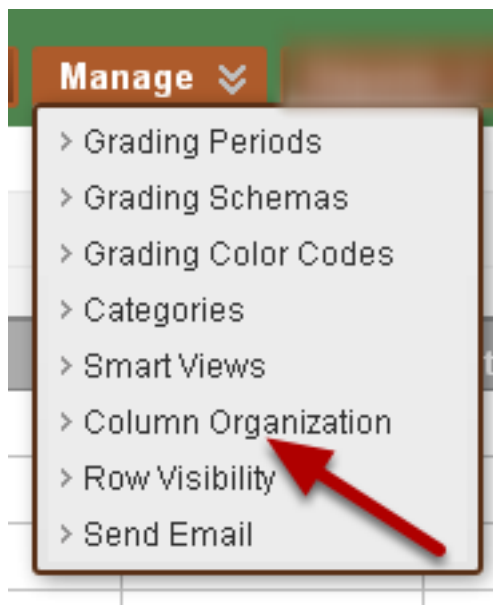


Grade Center Column Organization: Reorganize Columns

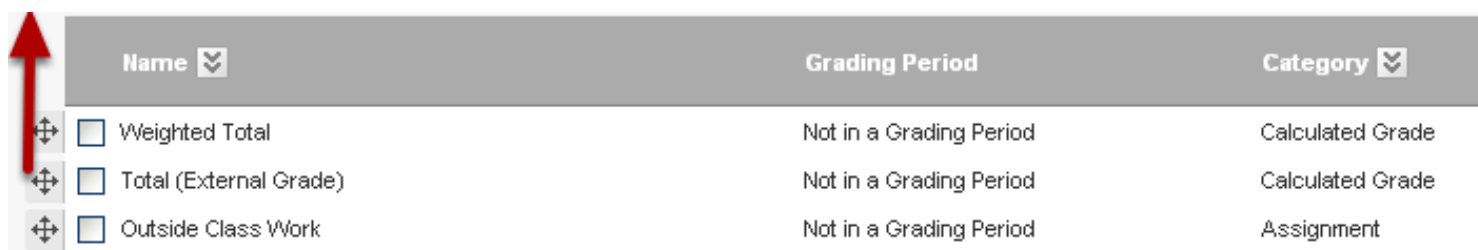
When a column is added to the Grade Center, its default position is added at the end of the Grade Center display. To rearrange the column order, use the **Column Organization** feature.

Column Organization



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

Reorder

A screenshot of a table in the Grade Center. The table has three columns: 'Name', 'Grading Period', and 'Category'. The 'Name' column has a dropdown arrow. The 'Grading Period' column has three rows: 'Weighted Total', 'Total (External Grade)', and 'Outside Class Work'. The 'Category' column has three rows: 'Calculated Grade', 'Calculated Grade', and 'Assignment'. A red arrow points to a crosshairs/arrow icon in the left margin of the table, which is used for reordering columns.

	Name ▾	Grading Period	Category ▾
⊕	<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade
⊕	<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade
⊕	<input type="checkbox"/> Outside Class Work	Not in a Grading Period	Assignment

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.