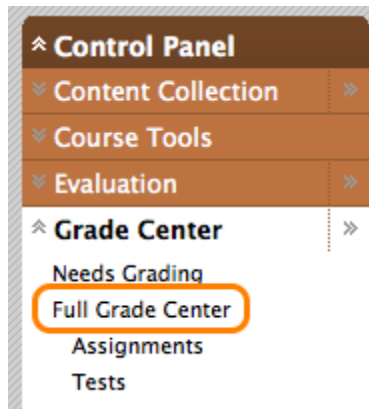


## Grade Center: Changing the Order of Columns

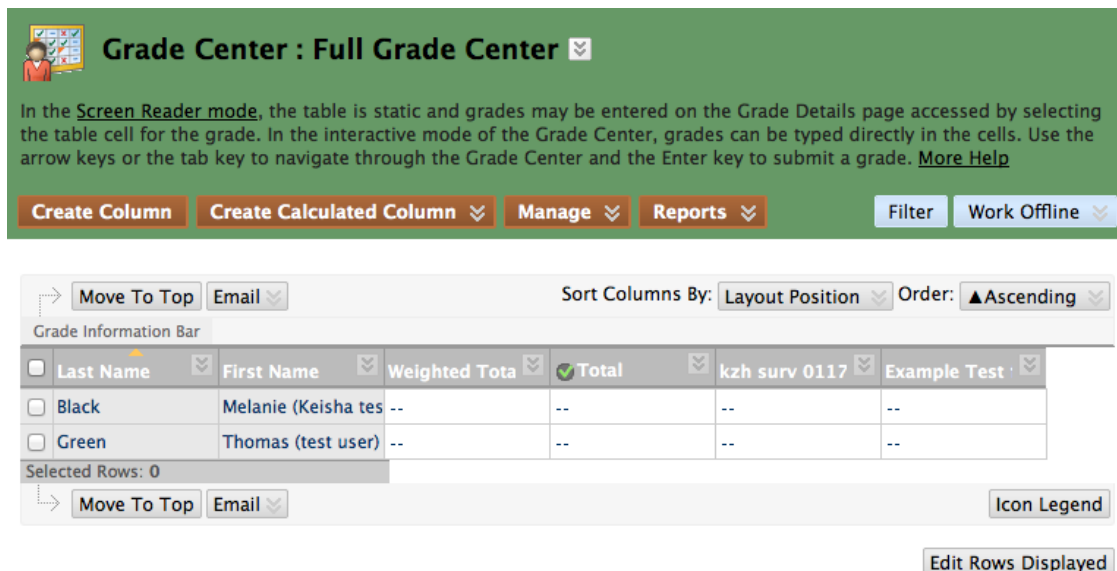
Columns are added to the Grade Center in the order in which you develop activities to be graded, whether discussion boards, assignments, tests, or surveys. This means that columns of graded work often appear after columns that are more "summary" including weighted total and total columns. This document provides information about how to change the order of columns in the grade center.

### Access the Full Grade Center



In the **Control Panel** menu, expand the **Grade Center** section and select **Full Grade Center**.

### Determine how Columns are Organized and Changes you'd like to Make



**Grade Center : Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

**Create Column** **Create Calculated Column**  **Manage**  **Reports**  **Filter** **Work Offline**

**Move To Top** **Email**  **Sort Columns By:** **Layout Position**  **Order:** **▲Ascending**

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Weighted Total	Total	kzh surv 0117	Example Test
<input type="checkbox"/>	Black	Melanie (Keisha tes	--	--	--	--
<input type="checkbox"/>	Green	Thomas (test user)	--	--	--	--

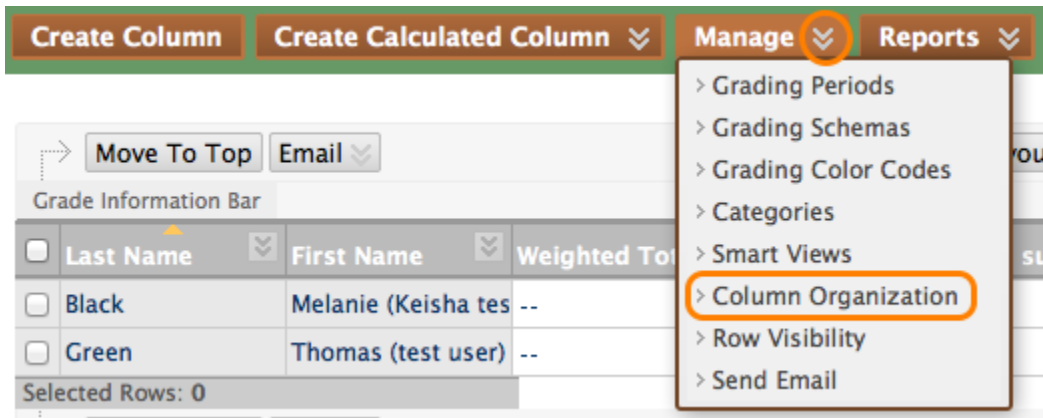
Selected Rows: 0

**Move To Top** **Email**  **Icon Legend**

**Edit Rows Displayed**

See that Weighted Total and Total are immediately after the students' names? In this instance, we will move the farthest 2 right-hand columns (kzh surv 0117 and Example Test) to be between the students' names and the weighted total column.

## Manage Column Organization



Select the double-down arrows to the right of **Manage**. Then select **Column Organization**.

## Reordering the Columns

	Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/>	Weighted Total	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/>	Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/>	kzh surv 011712	Not in a Grading Period	Survey	None	Jan 17, 2012	2
<input type="checkbox"/>	Example Test for Deployment	Not in a Grading Period	Test	None	Mar 14, 2012	20

Select the N/E/S/W arrows beside the name of the item you wish to reorder. Holding down the mouse on the N/E/S/W arrow beside the item you wish to reorder, drag it to the desired position.

## Note the change in location of Example Test for Deployment in the next screen

	Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/>	Example Test for Deployment	Not in a Grading Period	Test	None	Mar 14, 2012	20
<input type="checkbox"/>	Weighted Total	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/>	Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/>	kzh surv 011712	Not in a Grading Period	Survey	None	Jan 17, 2012	2

We've taken the last item in the prior section and have made it first in the list in this screen. Make sure to click **Submit** when you're done rearranging.

## The Reording is Done

<input type="checkbox"/>	Last Name	First Name	Example Test	Weighted Tota	Total	kzh surv 0117
<input type="checkbox"/>	Black	Melanie (Keisha tes	--	--	--	--
<input type="checkbox"/>	Green	Thomas (test user)	--	--	--	--

Now, instead of Weighted Total being the first column after the students' names, the Example Test column is located at that position. You can reorder multiple columns from the prior screens.