Organize Grade Center;

The Organize Grade Center page aids in configuring the Grade Center display. The Grade Center display can be customized to:

- Freeze or unfreeze columns. If a column is frozen, when scrolling through the Grade Center view, that column will remain stationary.
- Hide or show columns.
- Modify the Categories of columns.
- Modify the Grading Periods of columns.

Some of these changes can be implemented through the drag-and-drop capabilities of the page.

Change the display of the Grade Center, follow these steps:

1. Click Manage in the Action Bar of the Grade Center.

2. Select OrganizeGradeCenter from the Action Link menu,

3. Select the Grade Center column (displayed on the screen as a row) to be moved by clicking and holding any part of the row.
4. **Drag and Drop** the row to the desired location.

5. **Click Submit** to save changes.

   Once the display order of the columns has been changed, all new columns added to the Grade Center are added at the end of the display order, unless associated to a particular Grading Period. If a Grading Period is associated to a column, then the column will display in the Grade Center within the Grading Period range.

   **Note:** If two people are modifying the Grade Center Organize Grade Center at the same time the changes made by the first will be overwritten when the second person saves the changes.

**Hiding and Showing Grade Center Columns**

Instructors have the ability to hide any columns from displaying within the Grade Center. Hiding a column from displaying maintains all existing information associated with the column, but prevents it from being seen within...