
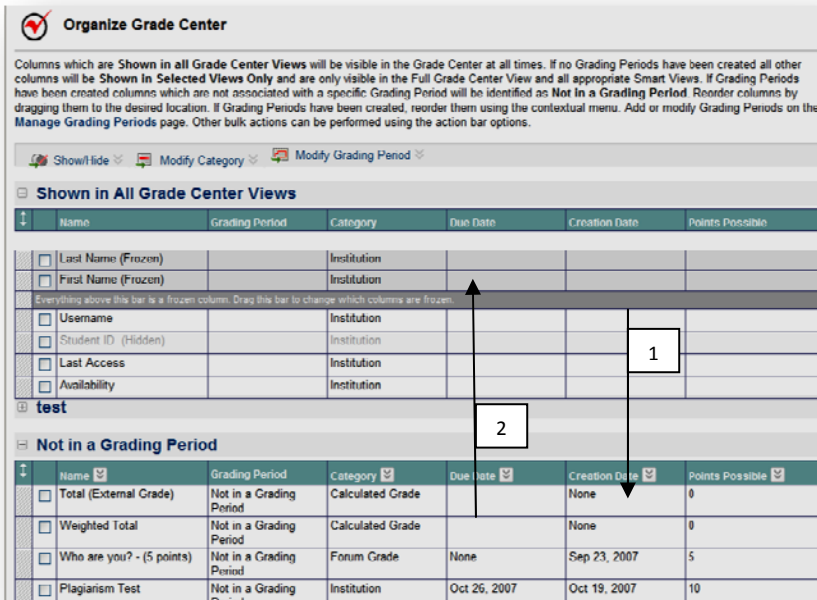


Freezing and Unfreezing Panes

Grade Center columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. Frozen columns remain in position on the left side of the Grade Center while the rest of the columns can be scrolled through. This feature can be used for example to easily match up individual students with their data across the length of the Grade Center. Instructors can freeze and unfreeze any of the columns on the Organize Grade Center page.

To freeze or unfreeze a column in any of the Grade Center views follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **OrganizeGradeCenter** from the Action Link menu .



Organize Grade Center

Columns which are Shown in all Grade Center Views will be visible in the Grade Center at all times. If no Grading Periods have been created all other columns will be Shown in Selected Views Only and are only visible in the Full Grade Center View and all appropriate Smart Views. If Grading Periods have been created columns which are not associated with a specific Grading Period will be identified as Not in a Grading Period. Reorder columns by dragging them to the desired location. If Grading Periods have been created, reorder them using the contextual menu. Add or modify Grading Periods on the Manage Grading Periods page. Other bulk actions can be performed using the action bar options.

Show/Hide Modify Category Modify Grading Period

Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Creation Date	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

test

Not in a Grading Period

Name	Grading Period	Category	Due Date	Creation Date	Points Possible
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Who are you? - (5 points)	Not in a Grading Period	Forum Grade	None	Sep 23, 2007	5
<input type="checkbox"/> Plagiarism Test	Not in a Grading Period	Institution	Oct 26, 2007	Oct 19, 2007	10

To freeze a column:

1. Drag the **dark gray bar** down below the desired row.
2. Drag a row above the dark gray bar.

To unfreeze columns:

Reverse steps 1 and 2 above

Click **Submit** to save changes.

Tip: To help ensure consistent views of the Grade Center, freeze any Weighted Grade Columns and Total Points Columns. [\(top of document\)](#)