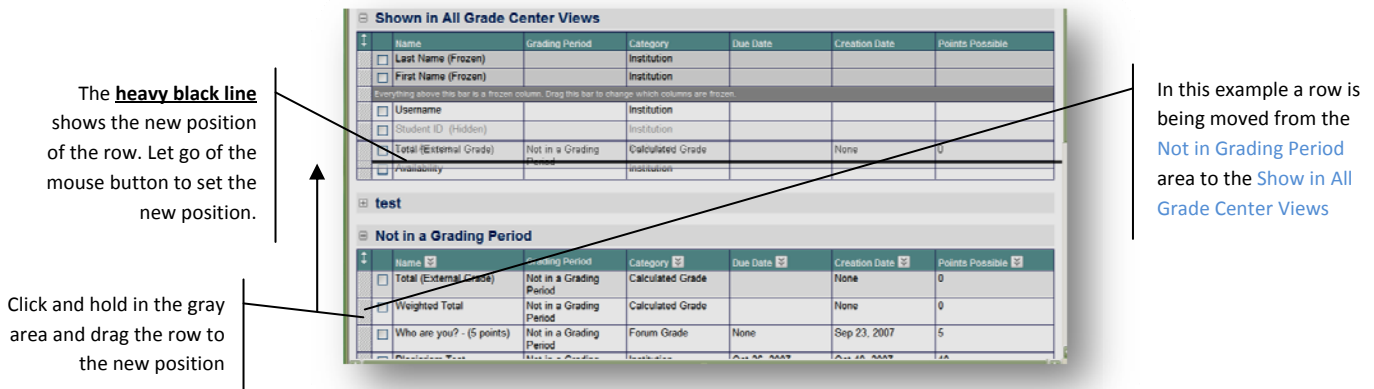


(top of document)

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.**

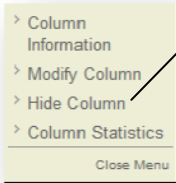
### Hiding and Showing Grade Center Columns

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

the Grade Center. Hiding columns that are not currently being used reduces the length of the grid, thus reducing the need for continuous scrolling.

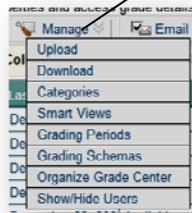
To hide a column, follow these steps from the Grade Center page:

1. Move the cursor over the column to be hidden.
2. Click the Action Link  to display the contextual menu.
3. Select **Hide Column**.

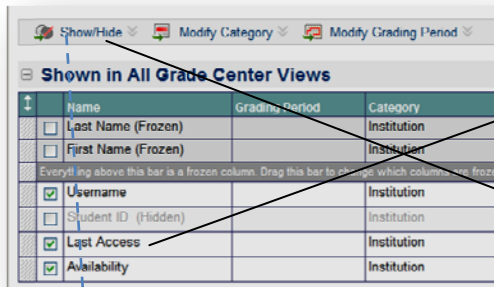


Or:

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

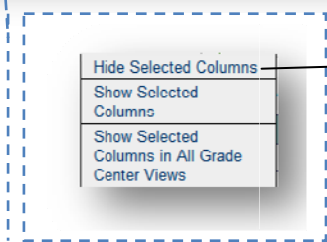


2. Select **OrganizeGradeCenter** from the Action Link menu. ([top of document](#))



3. Select the check boxes of the Grade Center columns to be hidden

4. Click **Show/Hide**. Hidden columns will appear grayed out in the Grade Center view



5. Select **Hide selected column** from the Action Link menu.

6. Click **Submit** to save changes.

Instructors are able to reveal hidden columns along with all the associated data, restoring the display in the Grade Center. To show columns, follow these steps:

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