

3. *Select the check boxes of the Grade Center columns to be revealed.*
4. *Click **Show/Hide**.*
5. *From the Action Link menu, select **Show Column**.*
6. *Click **Submit** to save changes.*

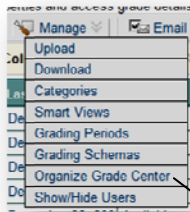
Making Columns Visible to All Views of the Grade Center

Grade Center Views can be customized using different criteria, one of which is Grading Periods. To maintain consistency among different views of the Grade Center, some columns such as a final grade column can be selected appear in every view of the Grade Center.

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Columns listed under **Shown in all views of the Grade Center** appear in all views. To make columns visible in all views, follow these steps:

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



2. Select **OrganizeGradeCenter** from the Action Link menu.

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"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	0
<input type="checkbox"/> Prerequisite					
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		Sep 23, 2007	5

3. Select the Grade Center Column (displayed on the screen as a row) to be moved into the Shown in all views of the Grade Center table by clicking and holding any part of that row.

4. **Drag and Drop** the row into the Shown in all views of the Grade Center table. The heavy black line indicates where the row will be positioned

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

To remove columns from the **Shown in all views of the GradeCenter** section, 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 from the **Shown in all Grade Center Views** of the Grade Center table by clicking and holding any part of that row.
4. **Drag and Drop** the row from the **Shown in all Grade Center Views** of the Grade Center table to a table below.
5. Click **Submit** to save changes.

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