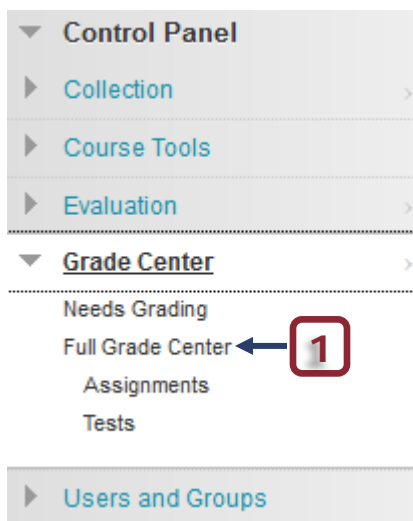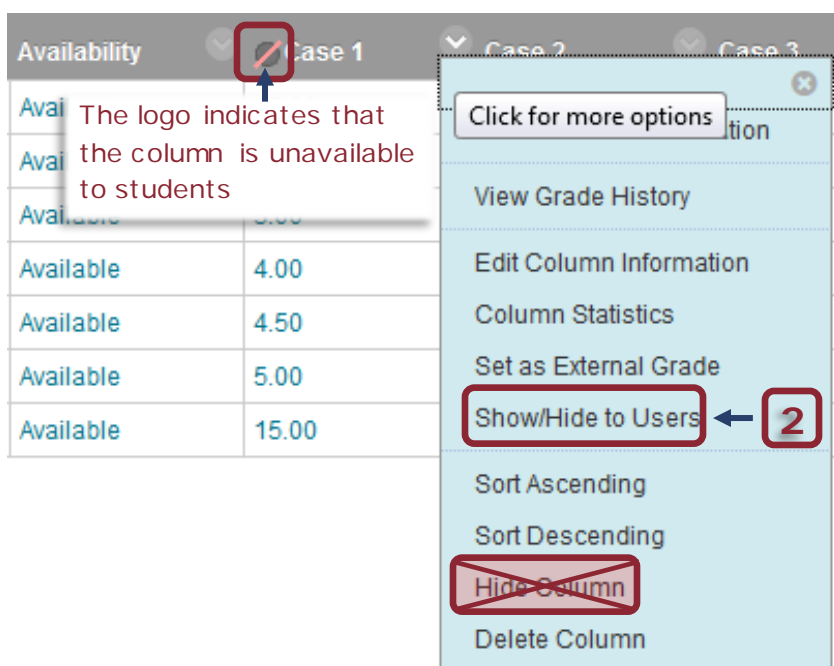# How to Manage Columns in the Full Grade Centre

Showing/Hiding Grade Columns

1) When you are ready to enter the grades in a specific grade column, you may want to hide it considering possible mistakes. In the **Control Panel**, under **Grade Centre**, select **Full Grade Centre**.
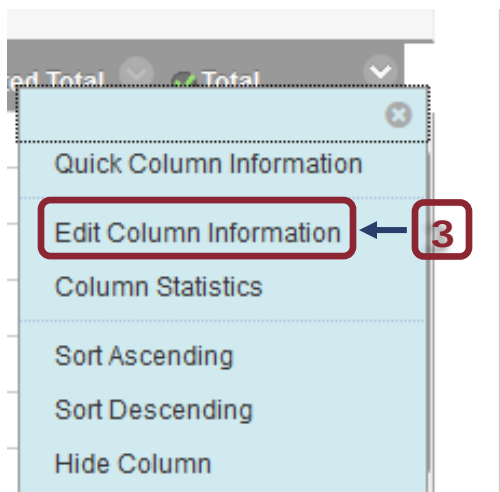

2) Click on the button next to a column (e.g. Case 1). A list of options appears. Select **Show/Hide to Users** to make the column unavailable to students. **Proceed the same way for all the grade columns <u>and</u> when ready to make the grades available to students.**

* <u>Do not</u> select Hide Column! It will be removed from the Full Grade Centre otherwise.

It is important for you to **hide the Total column**, which automatically calculates and displays the sum of all grade columns. This column is set as the external grade column (indicated by a green button). You cannot delete it unless you set another column as the external grade.

3) Click on the button next to the column title and select **Edit Column Information**. Under the Options at the bottom of the page, select do not **Show this Column to Students**. Notice that you cannot hide it directly from the drop down menu options.
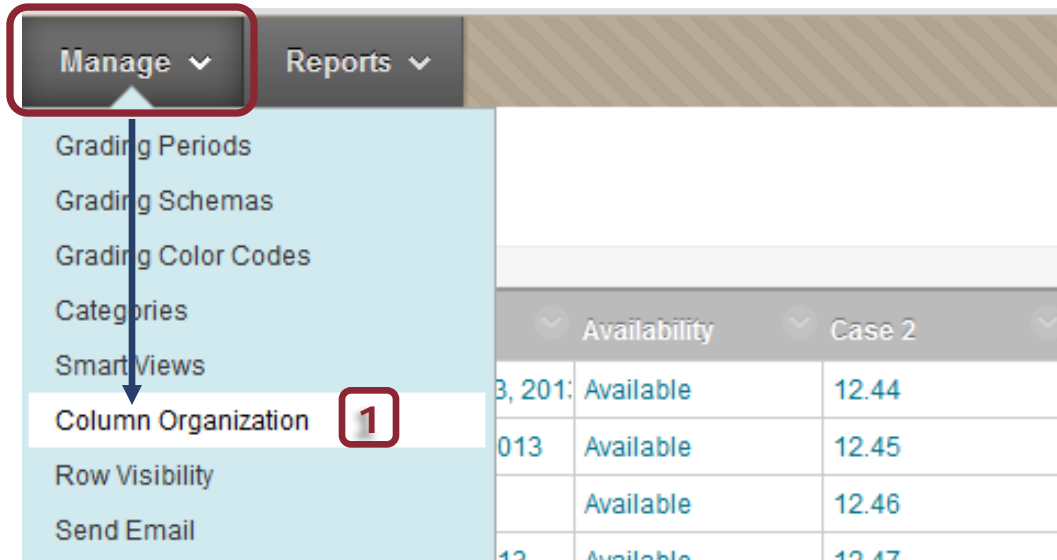
Organizing Grade Columns

1) If by mistake you have selected **Hide Column**, you need to go under the **Manage** tab and click on **Column Organization**:
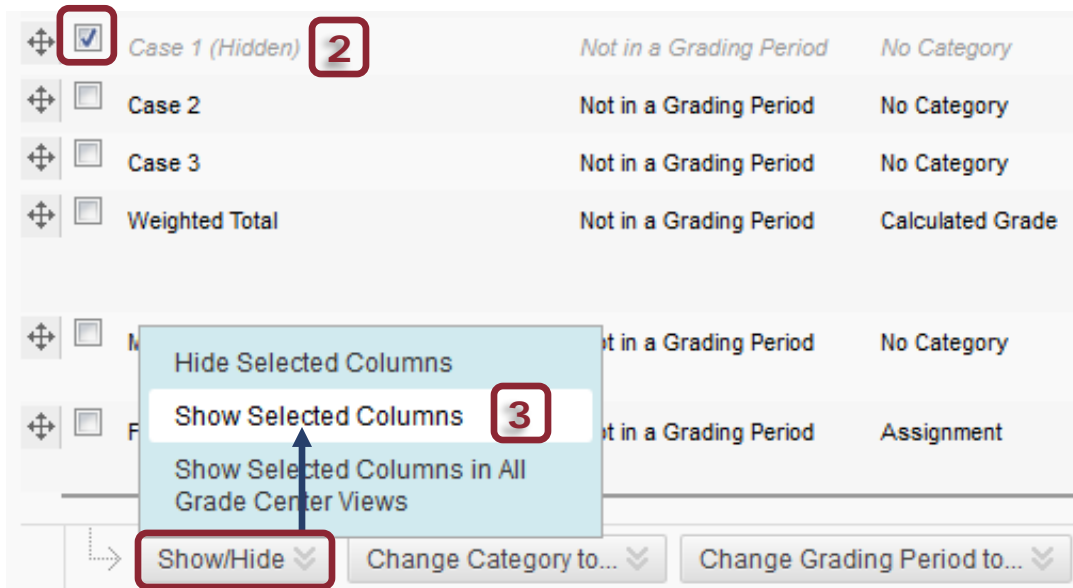

The Columns are organized in two categories. The first category **Shown in All Grade Center Views** displays six default columns that cannot be removed. These columns are frozen, you cannot edit them.

The other category, **Not in a Grading Period** displays all the grade columns, the default **Total** and **Weighted Total** columns and the ones you have created (e.g. Case 1, Case 2, etc.).

2) Note that the Case 1 column is **hidden**. To unhide it, tick the checkbox and place the cursor over **Show/Hide**.

3) A drop down menu with options appears, select **Show Selected Columns**. Click **Submit**. Case 1 will be displayed in the Full Grade Centre back again.
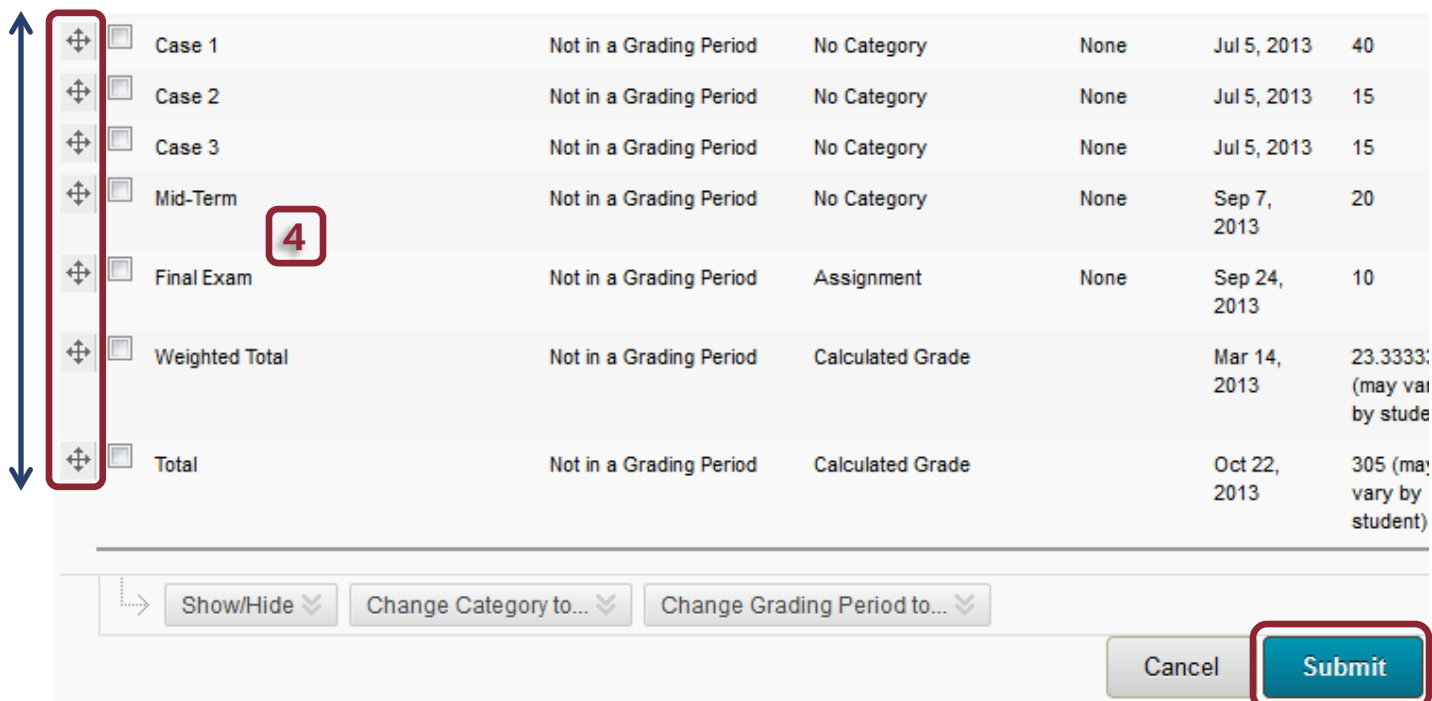
4) You can also change the columns display by dragging them up and down with the cursor. Click **Submit**.

⊕	☐ Case 1	Not in a Grading Period	No Category	None	Jul 5, 2013	40
⊕	☐ Case 2	Not in a Grading Period	No Category	None	Jul 5, 2013	15
⊕	☐ Case 3	Not in a Grading Period	No Category	None	Jul 5, 2013	15
⊕	☐ Mid-Term	Not in a Grading Period	No Category	None	Sep 7, 2013	20
⊕	☐ Final Exam	Not in a Grading Period	Assignment	None	Sep 24, 2013	10
⊕	☐ Weighted Total	Not in a Grading Period	Calculated Grade		Mar 14, 2013	23.3333 (may vai by stude
⊕	☐ Total	Not in a Grading Period	Calculated Grade		Oct 22, 2013	305 (may vary by student)

4

↳ [Show/Hide ⌄] [Change Category to... ⌄] [Change Grading Period to... ⌄]

[Cancel] [Submit]

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