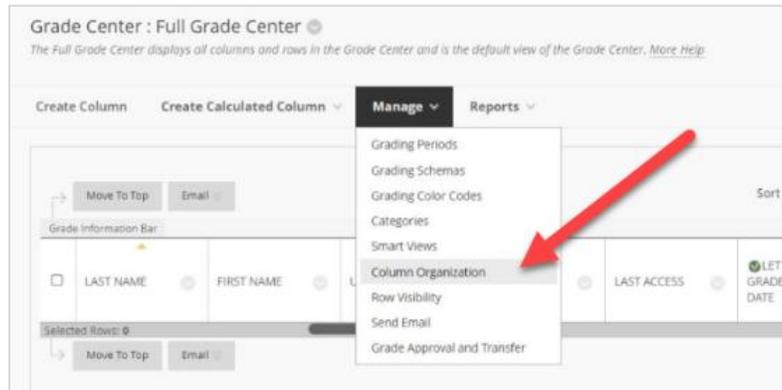


COLUMN ORGANIZATION

The Column Organization view is a useful feature that enables you to organize columns, change column categories, delete manual or calculated columns, show/hide columns, and view column due dates, and points possible.

Instructions

1. In the Grade Center, click the **Manage** menu and select **column organization**.



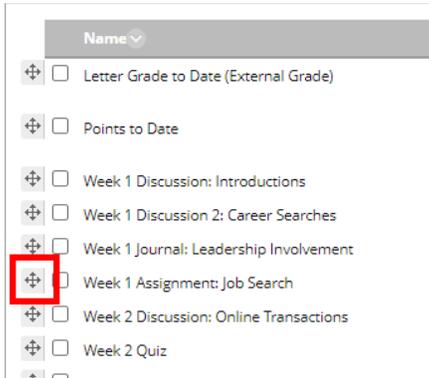
2. The **Column Organization** page shows all grade columns in a ulearn course including the categories, due dates, and points possible. Note: to change due date, you need to edit the column information from the full grade center.

Shown in All Grade Center Views						
Name	Grading Period	Category	Due Date	Date Created	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 (Hidden)		Institution				
<input type="checkbox"/> Student ID (Hidden)		Institution				
<input type="checkbox"/> Last Access		Institution				
<input type="checkbox"/> Availability (Hidden)		Institution				

Not in a Grading Period						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> Letter Grade to Date (External Grade)	Not in a Grading Period	Calculated Grade		Apr 7, 2010	975 (may vary by student)	
<input type="checkbox"/> Points to Date	Not in a Grading Period	Calculated Grade		Feb 13, 2017	975 (may vary by student)	
<input type="checkbox"/> Week 1 Discussion: Introductions	Not in a Grading Period	Discussion	Sep 4, 2022	May 4, 2020	25	
<input type="checkbox"/> Week 1 Discussion 2: Career Searches	Not in a Grading Period	Discussion	Sep 4, 2022	Dec 13, 2016	25	
<input type="checkbox"/> Week 1 Journal: Leadership Involvement	Not in a Grading Period	Journal	Sep 4, 2022	Dec 15, 2016	25	
<input type="checkbox"/> Week 1 Assignment: Job Search	Not in a Grading Period	Assignment	Sep 4, 2022	None	50	
<input type="checkbox"/> Week 2 Discussion: Online Transactions	Not in a Grading Period	Discussion	Sep 11, 2022	Jan 9, 2017	25	
<input type="checkbox"/> Week 2 Quiz	Not in a Grading Period	Test	Sep 11, 2022	May 5, 2020	25	

COLUMN ORGANIZATION

3. Use the **arrow cross cursor symbol** next to a column to move the column to a different place in the grade center.



4. Check the box next to a column and use the button at the bottom to:
 - a. **Show/Hide** – to show/hide the column from the instructor.
 - b. **Change Category to...** - to change the column category.
 - c. **Delete** – to delete a manual column (not attached to a digital submission) or a calculated column.



5. Click **Submit** when finished making changes to the columns.