**Organize Grade Center**
Grade Center allows you to set up the screen to look the way you want it to. You can move columns around, hide columns, freeze columns so that they remain on the screen while you scroll, modify categories and modify grading periods.

To organize your Grade Center click the Manage contextual menu then click on Column Organization.

**Hiding and Showing Columns**

To show or hide columns first you need to place a check mark in front of the column name that you either want to show or hide. Then click the Show/Hide contextual menu and choose to Hide or Show Selected Columns.

The choice to Show Selected Columns in All Grade Center Views applies if you have different Smart Views set up.
**Rearranging Columns**
The Column Organization option in the Manage contextual menu allows you to change the arrangement of your columns simply by dragging them.

Place your mouse pointer in the first column which is labeled with four sided black arrow. Your mouse pointer will turn into a four sided black arrow. Once you have this mouse pointer drag the column to the position that you want it to be in.

If you want your column to remain frozen while you are scrolling in the Grade Center you can either drag that column above the bar that is labeled “Everything above this bar is a frozen column.” Or you can also drag that bar up or down.

*NOTE: My mouse pointer did not capture properly. You will see a double sided black arrow when you place it in this column.*
Modifying Categories
To modify categories within Manage → Column Organization you must first place a check mark in the row of the column that you want to modify. Then drop down the Modify Category list and click the category that you want to assign to that column.

Show/Hide Users
Grade Center allows you to hide users in your grade book.

One way to do this is to click the contextual menu for that user in either the Last Name, First Name, Availability or the Last Accessed columns. Here you can choose to Hide User which is the last command on the menu or if you choose Hide Other Rows, the first command, this will hide everybody except this one.
You can also hide a user by going into Manage → Student Visibility.

Here place a check next to the user that you want to either hide or show and then click the appropriate button. Then once you are done hiding or showing the users click Submit at the bottom of the page.