

Remove a Grade Center column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, click the dropdown arrows to the right of the item name that you want to remove.
3. Select "Remove Column" from the submenu.
4. The system will process/save your change and reload the Grade Center.

Hide a Grade Center column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the "Manage" tab to reveal the menu options.
3. Select "Organize Grade Center" from the submenu.
4. Click the option box to the left of the item you want to hide to select that item.
5. Roll over the "Hide/Show" tab to reveal the menu options.
6. Select "Hide Selected Columns" from the submenu.
7. Items that are "hidden" will appear grayed-out.
8. When you are done making changes, scroll down and click the "Submit" button.

[NOTE: You should use this option if you want to temporarily hide an item so that it's easier to work with the gradebook. Going through the steps to hide an item only hides it in your view, not the students' view. As such, if there's something in the gradebook that you no longer need, you should remove it entirely rather than simply hide it.]

Add a Grade Center column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, click the "Add Grade Column" tab.
3. Enter a name in the Column Name field.
4. Optional: Enter a different name (to be displayed in the Grade Center) as well as a column description.
5. Select the type of display—score, text, percentage, etc.
6. In Sections 2 & 3, select the appropriate options for this item.
7. Scroll down and click the "Submit" button.

Rearrange Grade Center columns

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the "Manage" tab to reveal the menu options.
3. Select "Organize Grade Center" from the submenu.
4. To move an item up or down in the list, place your cursor in the grey space to the far left of the item name.
5. Hold down your left mouse button and drag/drop the item to a new location.
6. As you move an item, a dark black line will appear to indicate where you are about to position the item.
7. When you are done making changes, scroll down and click the "Submit" button.

Freeze a Grade Center column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the “Manage” tab to reveal the menu options.
3. Select “Organize Grade Center” from the submenu.
4. Use the method above to move items above the dark grey bar that indicates which items are frozen. Or, move the dark grey bar up or down to add or remove items from the frozen designation.
5. When you are done making changes, scroll down and click the “Submit” button.

Modify a Grade Center column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, click the dropdown arrows to the right of the item name that you want to modify.
3. Select “Modify Column” from the submenu.
4. Modify any options for that column, including name, points available, due date, etc.
5. Scroll down and click the “Submit” button.

Create a Weighted column

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the “Add Calculated Column” tab to reveal the menu options.
3. Select “Weighted” from the submenu.
4. Enter a name in the Column Name field.
5. Optional: Enter a different name (to be displayed in the Grade Center) as well as a column description.
6. Select the type of display—score, text, percentage, etc.
7. In Section 3, select the columns to be included in the Weighted column, along with the percentage for each column.
8. Select the appropriate options in Section 4.
9. Scroll down and click the “Submit” button.

Create a Course Power Objective category

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the “Manage” tab to reveal the menu options.
3. Select “Categories” from the submenu. You will see a list of currently existing categories for this course.
4. If the CPO is not listed as a category, select the “Add Category” tab.
5. Type “Course Power Objective” in the Name field.
6. Scroll down and click the “Submit” button.
7. You will be back to the list of category names; click OK.

Download Grade Center

1. From the Control Panel, go to Grade Center.
2. Once the Grade Center loads, roll over the “Manage” tab to reveal the menu options.
3. Select “Download” from the submenu.
4. Leave the defaults as they are in Sections 1 & 2.
5. In Section 3, choose a location to save the file—select either My Computer or Content Collection.

6. Click "Submit" to move to the next step.
7. Click the "Download" button.
8. Select "Save" to select a location on your computer to save the file.
9. Select "Open" to view the file in Excel. This option will bring up a window within Excel that asks you to verify that you do want to open this file type. Click "Yes" to view the file as an Excel spreadsheet.