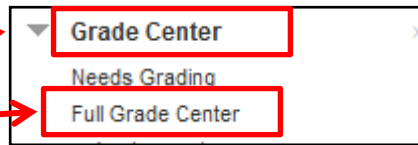


Reorder Columns in Instructor View of Grade Center

1. Access Grade Center

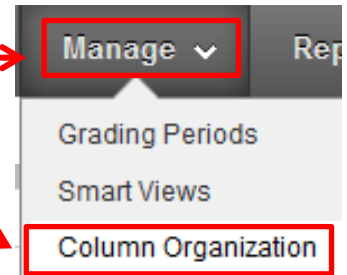
In **Course Management Control Panel**, click on **Grade Center** to expand menu

Click on **Full Grade Center**



2. Access Column Organization view of Grade Center

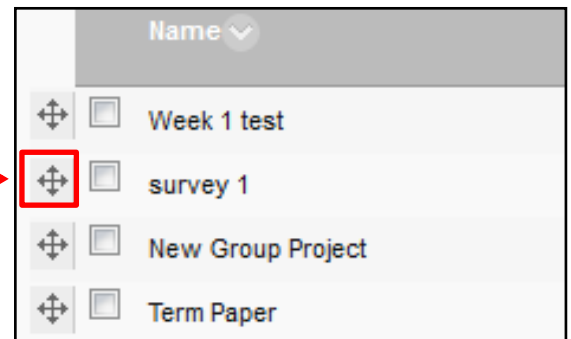
Go to **“Manage”** at the top of the Grade Center and then to **“Column Organization”**



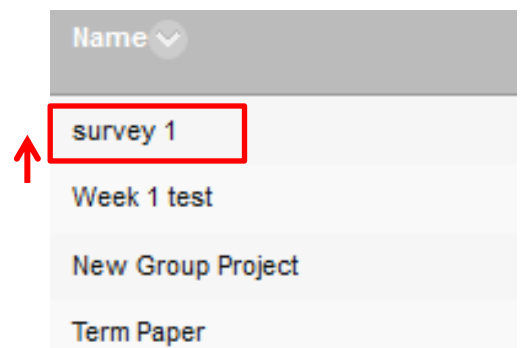
3. Re-order using Drag and Drop

Click on the **double arrow icon** to the left of the column you wish to move

Hold down your mouse button and drag the column to the new location.



In this example, the “survey 1” column was moved up



4. Save changes

Click on **Submit** to save the changes.

