

How Do I Modify Columns?

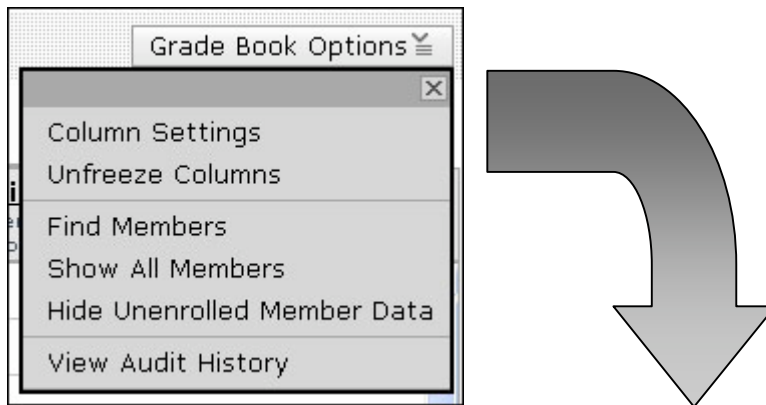
Column Settings determine how information appears in the columns and enables you to adjust the following attributes:

- column label - can be changed unless it is a default column, automatically created by a tool, or already contains data
- column type
- column alignment
- release column to students so it appears in My Grades
- graded column - if selected, the column will display on the Graded tab
- number of decimals
- maximum value of the column

Note: Depending on the column type, you may not be able to change specific settings.

⇒ To modify column settings:

1. From the Grade Book screen, click **Grade Book Options** and click **Column Settings**.



Column Settings

Create Column

Columns that are automatically created cannot be renamed

Columns you created can be renamed by clicking the linked label

Select All/None									
Actions ?						Σ	Σ	Σ	Σ
Label:	First Name	Last Name	User Id	Role	Autobiography	Final	<u>Final Grade</u>	<u>Mid-term average</u>	Midterm
Type:	Alpha	Alpha	Alpha	Alpha	Alpha	Calc	Letter	Calc	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes	Yes	Yes	Yes
Decimals:						2		2	2
Maximum value:						N/A		100	N/A
Source:									
Release Statistics:						None		None	None

Delete
 Release
 Do Not Release

- Align - - Decimals - - Grade: -

Column Settings Screen

- To change a column label, click a linked label.
- To change the Type, Alignment, Decimals, or Maximum Value, click the linked value. A pop-up screen appears, allowing you to enter a new value.
- To change the **Released to Students and Grade Column** settings, click the **Yes/No** toggle.
- To edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen

Modifying the Grade Book Screen

You can modify the appearance of the information in Grade Book to suit your preferences. You can:

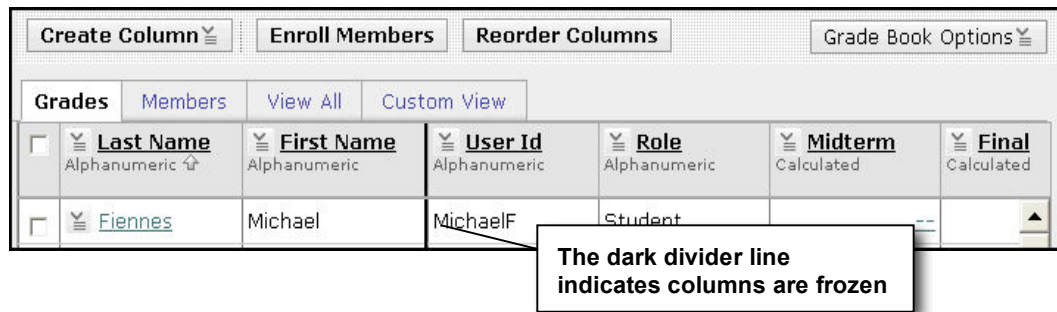
- freeze and unfreeze columns.
- re-order all of the columns, except Last Name and First Name.
- sort columns.
- hide or show columns, except Last Name and First Name.

Freezing and Unfreezing Columns

Freezing columns means keeping the Last Name and First Name columns fixed on the screen while you scroll horizontally. It allows you to see the names that correspond to the column data easily. You can unfreeze columns if you wish.

⇒ To freeze or unfreeze a column:

1. From the Grade Book screen, click **Grade Book Options**. A pop-up menu appears.
2. Click **Unfreeze Columns** or **Freeze Columns** to toggle between the two views.

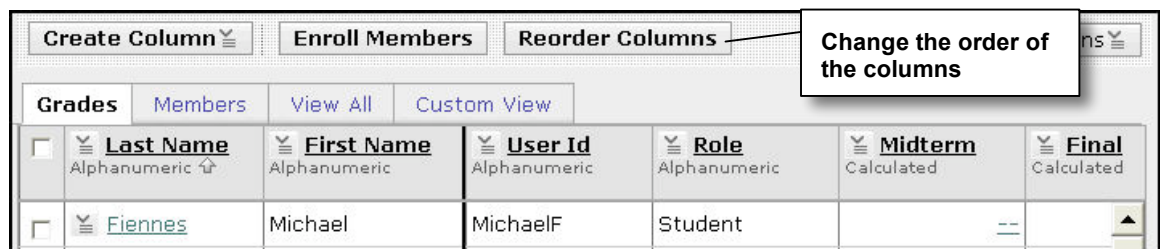


Reordering Columns

You can determine the left-to-right order to display columns. The order of columns is set per Grade Book tab. By default, the Last Name, First Name, User ID, and Role columns appear first. Columns you create appear from left to right, in the order they were created.

⇒ To reorder columns:

1. Locate the tab that contains the columns you want to reorder and click **Reorder Columns**.



2. The Reorder Columns screen appears with a list of columns displayed. The top column in the list is the leftmost column in the tab view.
3. Next to each column you want to move, select the check box.
4. Do one of the following:

- Move the selected columns by clicking the appropriate **Insert Selected Columns Above** icon.
 - Insert selected items at the bottom of the list by clicking the last icon in the Move column. These items will appear farthest to the right in the Grade Book tab view.
5. Click **Save**. The tab you started on appears, with your changes.

Sorting Columns

You can sort columns in the reverse order in which they are currently sorted. For example, by default, the Last Name column is sorted alphabetically. To sort in reverse alphabetic order, sort that column.

⇒ To sort a column, locate the column you want to sort and from the *View Options for This Column* menu, click **Sort Column**.

Hiding and Showing Columns

You can determine which data columns display in each tab. You cannot hide the Last Name and First Name columns. When you hide a column, it is not deleted entirely, just hidden from view on the tab.

⇒ To hide one column at a time, click the title of the column you want to hide and select **Hide Column** from the menu that appears. After a column is hidden, this menu option toggles to Show Column.

⇒ To hide multiple columns:

1. Select the tab for which you wish to hide or show columns.
2. Click **Reorder Columns**.
3. Select individual columns or all of the columns at once.
4. Click the Hide button at the bottom of the screen
5. Click **Save**. The tab that you started on appears, and the columns are hidden.

Note: Perform the same process to Show columns.



If you feel you have “misplaced” a column by hiding it, go to **Reorder Columns**. You will see a list of all existing columns, hidden or shown, and you can then **Show Column**.