Organizing your GradeCenter

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. Put your cursor on the **Manage** button.
5. Select **Column Organization**.
6. Position the mouse pointer on the cross icon to left of the column you wish to move. Press and hold the left mouse button, drag the column up or down, to change the order or the columns. Release the left mouse button.
7. Click **Submit**.