



Grade Book: 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.
- reorder 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 user names that correspond to the column data when viewing a Grade Book tab with numerous columns. You can unfreeze columns if this isn't necessary.

To freeze or unfreeze a column:

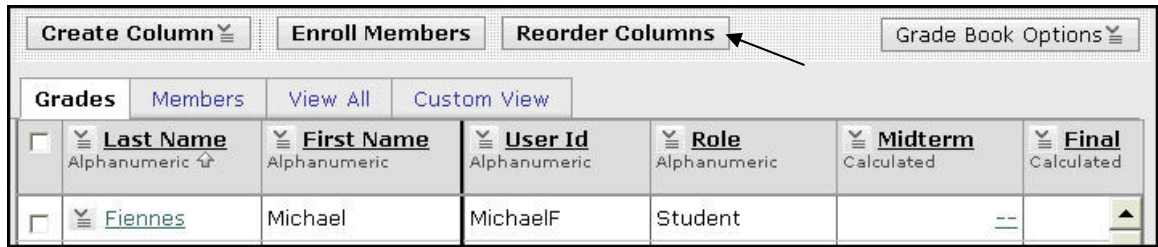
1. From the Grade Book screen, click **Grade Book Options**. A pop-up menu appears.
2. Click **Unfreeze Columns** or **Freeze Columns**. The command will be Unfreeze Columns if they are currently frozen and Freeze Columns if they are currently unfrozen.

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 that they were created.

To reorder columns:

1. Locate the tab that contains the columns that 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.

To hide one column at a time, locate the column you want to hide, and from the View Options for This Column menu, click **Hide Column**.

To hide multiple columns:

1. Locate the columns that you want to hide.
2. Click **Reorder Columns**.
3. Select to hide individual columns or all of the columns.

4. Click **Save**. The tab that you started on appears, and the columns are hidden.

To show columns:

1. Locate the columns that you want to show.
2. Click **Reorder Columns**.
3. Select to show individual columns or all of the columns.
4. Click **Save**. The tab that you started on appears, displaying your changes.