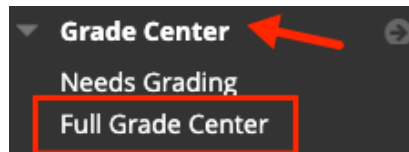


MOVE/ORGANIZE GRADE CENTER COLUMNS

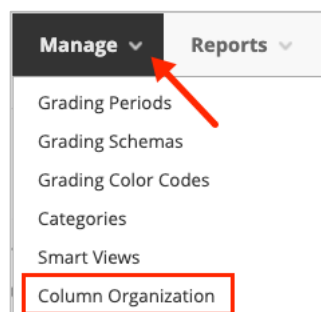
In ulearn, grade columns in the Grade Center can be reordered to suit your needs.

Instructions

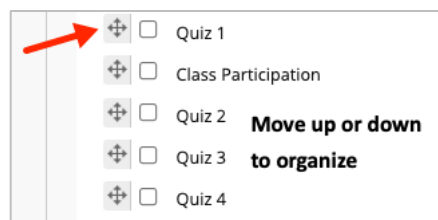
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, click **Manage** and then **Column Organization**.



3. The **Column Organization** page opens. To view your grade columns, scroll to the middle of the page. To move a column, click on the **cross icon** to the left of the column's name and drag the column either up or down to where you would like it to appear in the list.



4. Once you have rearranged the columns, click **Submit** at the bottom of the page to save your changes.