Manage / Organize Grade Center

Access Manage / Organize Grade Center by going to the Action Bar.
- **Reorder** Grade Center columns
- **Show / Hide** columns in the Grade Center (instructor view)
- **Categorize** columns for weighting grades
- Check the **Points Possible** assigned to assignments (must go to Modify Column to change points possible)

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**Grade Center view** refers to the instructor view

**Show / Hide** columns from instructor view only

**Modify Category** assigns categories for weighting grades

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**Hidden vs. Available** to students
Hidden columns are hidden from the instructor view only

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**Points Possible** for each item

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**Check boxes** to select one or more items at a time to Hide or Categorize

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**Drag and drop** to easily reorder Grade Center columns