

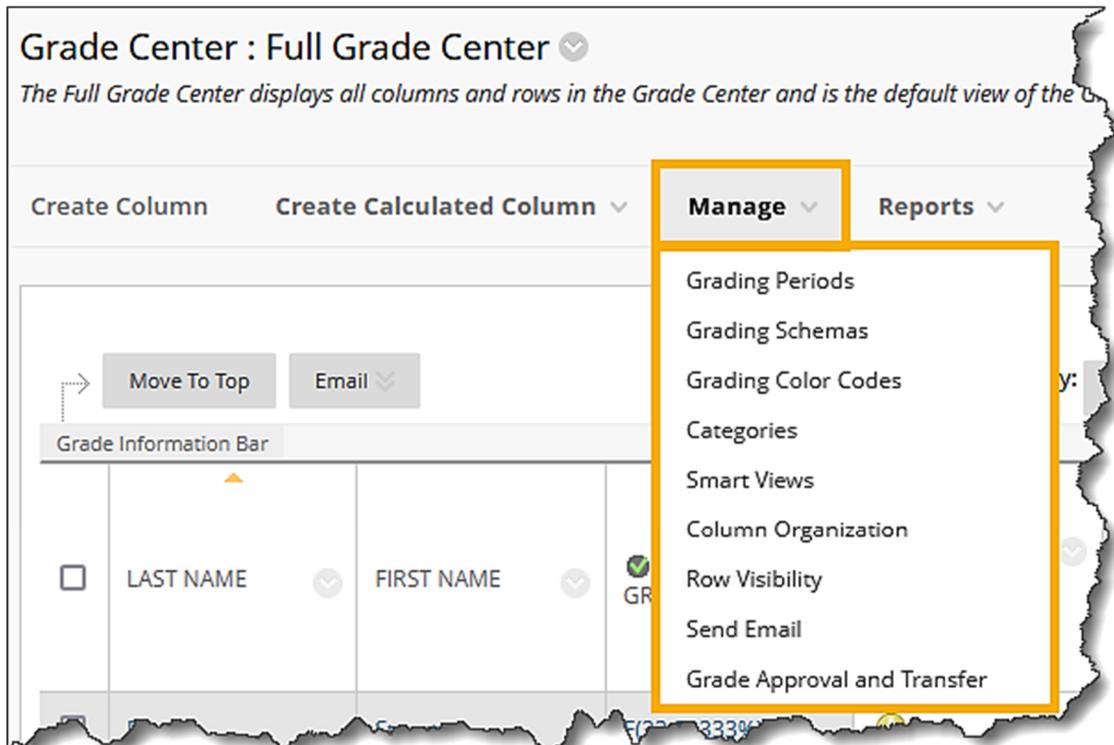
Faculty Tutorial:

Grade Center: Column Organization

Purpose: To show faculty members how to organize their “Grade Center” columns in MyHills.

From within a course’s “Grade Center,” hover your cursor over “**Manage.**”

In the sub-menu that opens, select “**Column Organization.**”



The “Column Organization” page will open. This page lists every column that exists in your Grade Center, as well as details about each column.

Note: Grade Center Columns are shown in rows on this page. The rows are in the same order, from top to bottom, that the columns are in, from left to right, when viewing the Grade Center “Layout Position.”

The first columns that appear on this page are “Shown in All Grade Center Views.” By default, these columns contain *student information*. These columns are “Last Name,” “First Name,” “Username,” “Student ID,” “Last Access,” and “Availability.” These columns will *always* appear when viewing the Grade Center, **unless** you “Hide” them (shown later in this tutorial). For example, these columns will appear even when viewing a Grade Center “Smart View.”

Note: Students do not see the student information columns in their My Grades area.

Columns that appear above the dark gray bar are *frozen*, meaning that the columns will stay on the left side of the Grade Center when scrolling through the rest of the columns. Columns that are above the gray bar will have “(Frozen)” after the title of the column.

Note: The “Last Name” and the “First Name” columns are *frozen* by default.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
<input type="checkbox"/> Course Grade (External Grade) (Frozen)	Not in a Grading Period	Calculated Grade		None	24.3 (may vary by student)
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. ←					
<input type="checkbox"/> Username (Hidden)		Institution			
<input type="checkbox"/> Student ID (Hidden)		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability (Hidden)		Institution			

Grade Columns appear after the student information columns (above). Columns will be shown in the same order that they appear in the Grade Center “Layout Position.” “Layout Position” is the default view of the Grade Center.

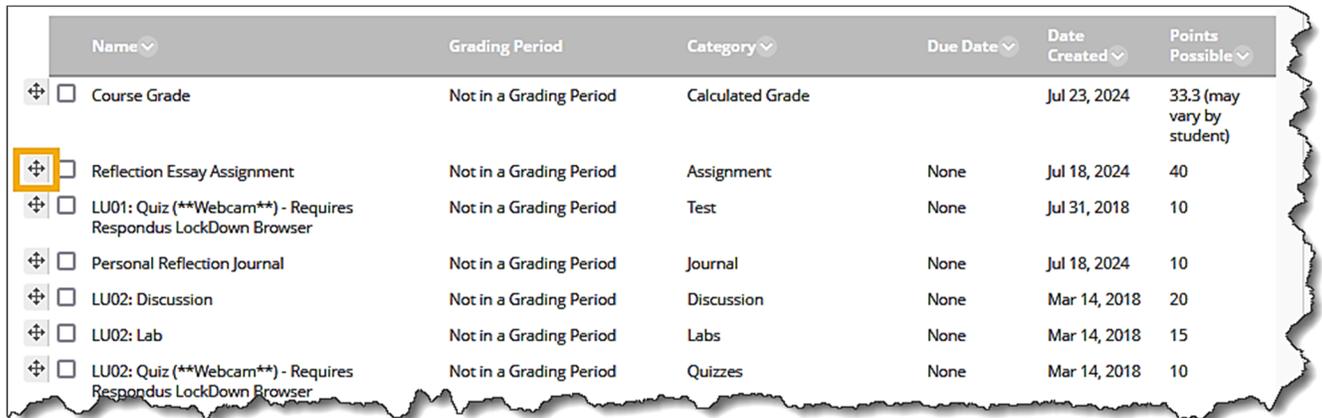
Grade column rows include several pieces of important information about each grade column, including the “Name,” “Category,” “Due Date,” and the “Points Possible.”

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Course Grade	Not in a Grading Period	Calculated Grade		Jul 23, 2024	33.3 (may vary by student)
<input type="checkbox"/> Reflection Essay Assignment	Not in a Grading Period	Assignment	None	Jul 18, 2024	40
<input type="checkbox"/> LU01: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Not in a Grading Period	Test	None	Jul 31, 2018	10
<input type="checkbox"/> Personal Reflection Journal	Not in a Grading Period	Journal	None	Jul 18, 2024	10
<input type="checkbox"/> LU02: Discussion	Not in a Grading Period	Discussion	None	Mar 14, 2018	20

You can move columns to change the order in which they appear here and in the Grade Center "Layout Position." To move a column, hover your cursor over the left edge of the column you would like to move. Once the four-arrow plus sign appears, click and hold your mouse.

Continue to hold down your mouse as you "drag" the column to its new position in the list.

Note: Use this same process to change the order of the student information columns (shown earlier). Also, you can drag other student information columns and/or grade columns above the dark gray bar to make them *frozen* columns.



Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Course Grade	Not in a Grading Period	Calculated Grade		Jul 23, 2024	33.3 (may vary by student)
<input type="checkbox"/> Reflection Essay Assignment	Not in a Grading Period	Assignment	None	Jul 18, 2024	40
<input type="checkbox"/> LU01: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Not in a Grading Period	Test	None	Jul 31, 2018	10
<input type="checkbox"/> Personal Reflection Journal	Not in a Grading Period	Journal	None	Jul 18, 2024	10
<input type="checkbox"/> LU02: Discussion	Not in a Grading Period	Discussion	None	Mar 14, 2018	20
<input type="checkbox"/> LU02: Lab	Not in a Grading Period	Labs	None	Mar 14, 2018	15
<input type="checkbox"/> LU02: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Not in a Grading Period	Quizzes	None	Mar 14, 2018	10

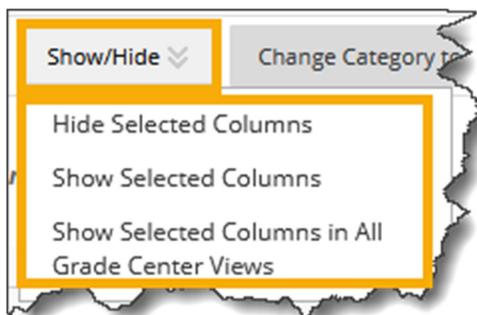
Once the column is placed where you would like, unclick/release your mouse. Continue moving columns until they are in the order in which would like to view them in the Grade Center "Layout Position."

You can "Hide" columns so that they are not visible when you view the Grade Center. Click the check box that is located to the left of a column you would like to "Hide."

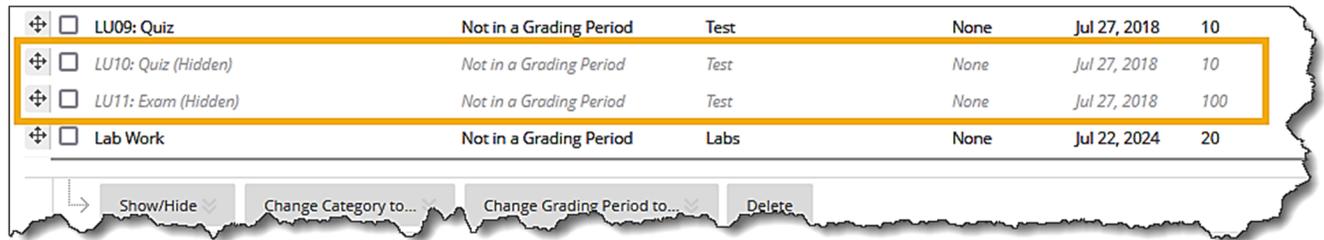
Note: You can "Hide" grade columns and/or student information columns. You can also select more than one column at a time to "Hide"

Then, hover your cursor over "Show/Hide."

In the sub-menu that opens, select "Hide Selected Columns."



The name and information of hidden columns will appear in a light gray, italicized font, and “(Hidden)” will appear after the name of the column. Hidden columns will not appear when viewing the Grade Center.



<input type="checkbox"/>	LU09: Quiz	Not in a Grading Period	Test	None	Jul 27, 2018	10
<input type="checkbox"/>	LU10: Quiz (Hidden)	<i>Not in a Grading Period</i>	<i>Test</i>	<i>None</i>	<i>Jul 27, 2018</i>	<i>10</i>
<input type="checkbox"/>	LU11: Exam (Hidden)	<i>Not in a Grading Period</i>	<i>Test</i>	<i>None</i>	<i>Jul 27, 2018</i>	<i>100</i>
<input type="checkbox"/>	Lab Work	Not in a Grading Period	Labs	None	Jul 22, 2024	20

Below the table are buttons: Show/Hide, Change Category to..., Change Grading Period to..., and Delete.

IMPORTANT: Hiding columns only hides them from the instructor in the Grade Center. It does not hide columns from students. You must edit a particular assessment’s options or “Edit Column Information” to hide a column from students.

You can also “Show” hidden columns, so that they are visible when you view the Grade Center. Click the check box that is located to the left of a hidden column you would like to “Show.”

Note: You can “Show” grade columns and/or student information columns. You can also select more than one hidden column at a time to “Show.”

Then, hover your cursor over “Show/Hide.” In the sub-menu that opens, select “Show Selected Columns.”

The column you selected should no longer be hidden.

If you would like to make a column visible in all Grade Center views, you must move it to the “Shown in All Grade Center Views” area, located at the top of the “Column Organization” page. To move the column, first select the checkbox to the left of the column name.

Then, hover your cursor over “Show/Hide.” In the sub-menu that opens, select “Show Selected Columns in All Grade Center Views.”

The column you selected should now appear in the “Shown in All Grade Center Views” area at the top of the page.

Note: You can also click and “drag” columns to this area.

You can also change a column's category. Select the column whose category you would like to change by clicking the checkbox that appears to the left of the column name. For example, the "Proctor Information Form" is not a graded exam. Therefore, it should **not** be included in the "Test" category.

Note: You may change the category of several assessments at once, by checking the boxes of multiple assessments, as long as you change them all to the same category.

Then, hover your cursor over "Change Category to..."

The screenshot shows a list of assessments with checkboxes and a "Change Category to..." dropdown menu. The dropdown menu is open, showing a list of categories. The "Journal" category is highlighted.

Assessment	Category
<input checked="" type="checkbox"/> LU08: Essay	Not in a Grading Period
<input type="checkbox"/> LU09: Quiz	Not in a Grading Period
<input checked="" type="checkbox"/> LU10: Essay	Not in a Grading Period
<input type="checkbox"/> LU10: Quiz	Not in a Grading Period
<input type="checkbox"/> LU11: Exam	Not in a Grading Period
<input type="checkbox"/> Lab Work	Not in a Grading Period

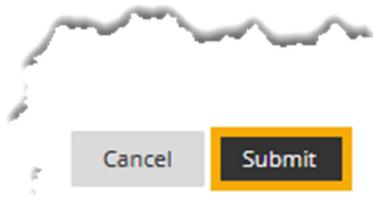
Click *Submit* to proceed.

Change Category to...
No Category
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Basic LTI
Quizzes
Labs

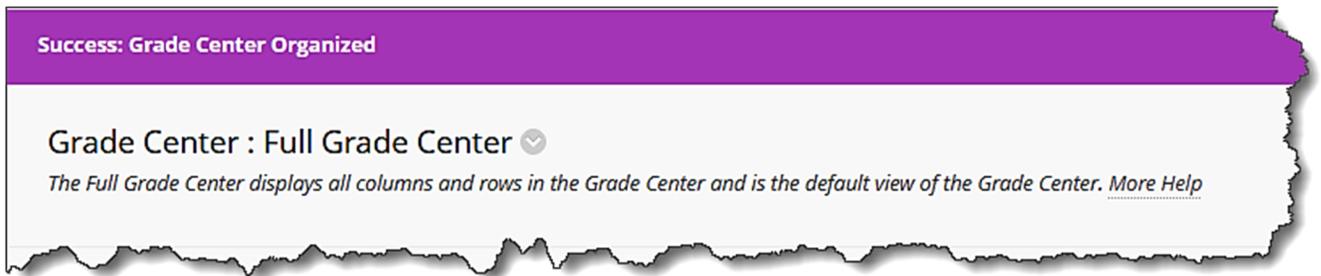
The column you selected should now have a new category.

Once you have made your changes, click “**Submit.**”

Note: Be sure to click “Submit” or the changes you made will not be saved.



A “Success” message will appear at the top of the “Grade Center” page.



Congratulations! You now know how to organize your “Grade Center” columns in MyHills!

Office of Online Learning

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For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
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