Reordering or Deleting Columns in the Grade Centre

Clean up before the session:

It is good practice to clean up your Grade Centre columns before starting a new semester, or when submitting your request for a site rollover, to exclude the Grade Centre, so you are starting fresh each session. All assessment submissions point/exams should be created with each session and not reused on rollover.
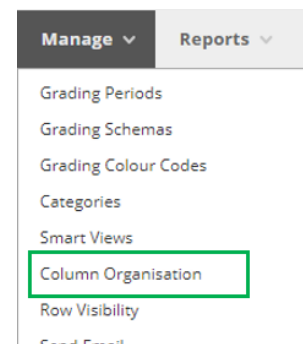
1. Go to **Subject Management/Grade Centre/ Full Grade Centre**
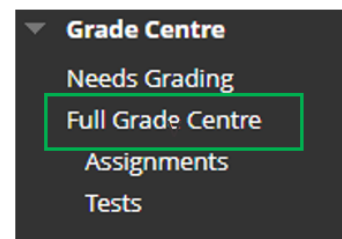
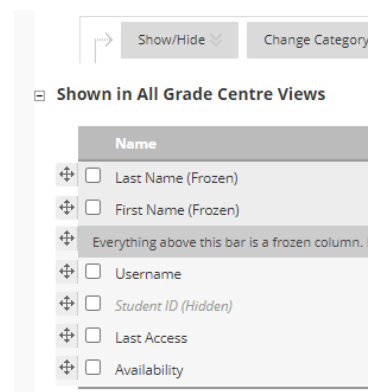2. From the toolbar (top left), click on **Manage**
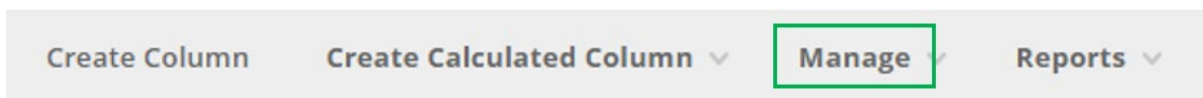
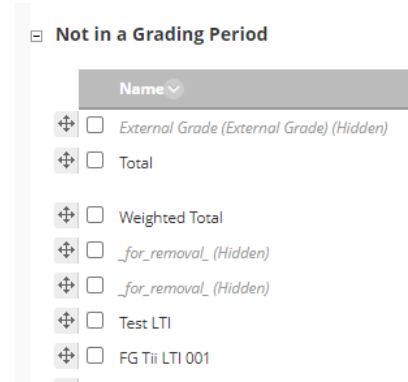3. From the dropdown list – click **Column Organisation**.

From here, you will see two sections:

Top section: *Show in All Grade Centre Views*- these are system required and lists submission point you have created.

Bottom section: *Not in a Grading Period* – lists submission point you have created
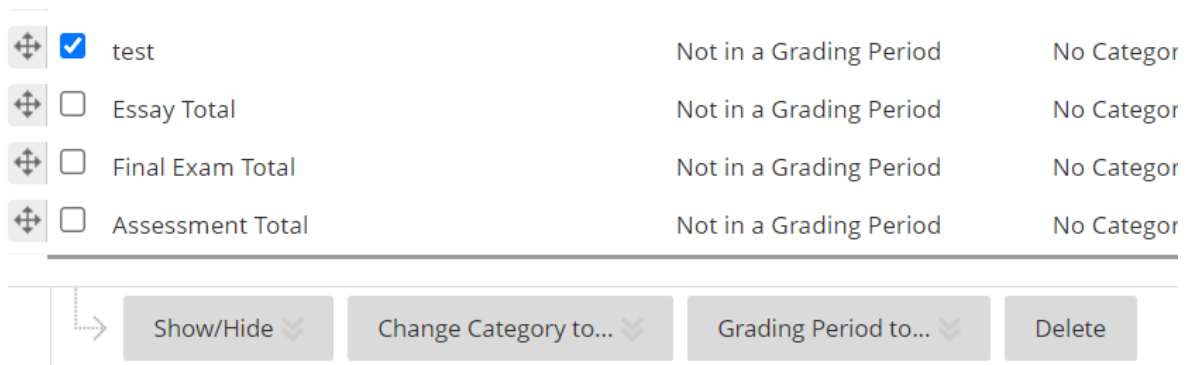
4. Use the **four-pointed cross** to re-order rows (click and hold with your mouse).
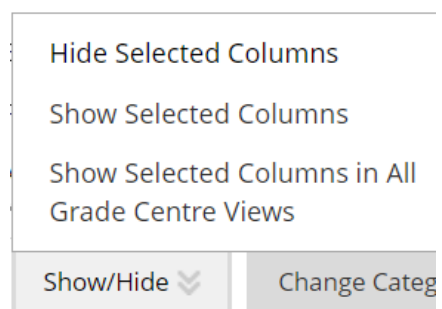
5. Use the **tick box** to select a row.

6. Once selected, you can choose to Show/Hide, Change Category, Grading Period to…: and Delete

a) **Show/Hide** – allows you to toggle between showing or hiding the column to students.

b) **Change Category** – You can create custom categories and assign specific columns to that category.

Categories will be required for calculated columns.

c) **Grading Period to**...: allows you to re-define the grading period for an assessment.

Grading Period to... ⌄

d) **Delete: NOTE** once is it done ITDS can **NOT** undo this, so once deleted, it's gone forever, so be sure you have selected the correct row before actioning this.

Delete

It is recommended you download a full copy of the Grade Centre before deleting anything in case you need a record of something you accidentally deleted.

Deleting is a three-step process:

1. **Select the row** to be deleted and **click Delete**

   You will be asked to confirm you are sure you want to delete it.

   Delete columns?

   Are you sure you would like to delete the following columns?

   test

   Are these the correct columns you would like to delete?

   Cancel   Continue

2. Click **Continue.**

3. You will get a **confirmation** that once deleted, it cannot be undone.

   Delete columns?

   This action will permanently delete all student submissions, attempts, grades and settings associated with these columns.

   Columns linked to content items such as tests and assignments will be cleared but not removed.

   Cancel   Delete

4. Click **Delete**

5. Click **Submit** to close the Column Management area and accept any changes.

   Cancel   Submit