
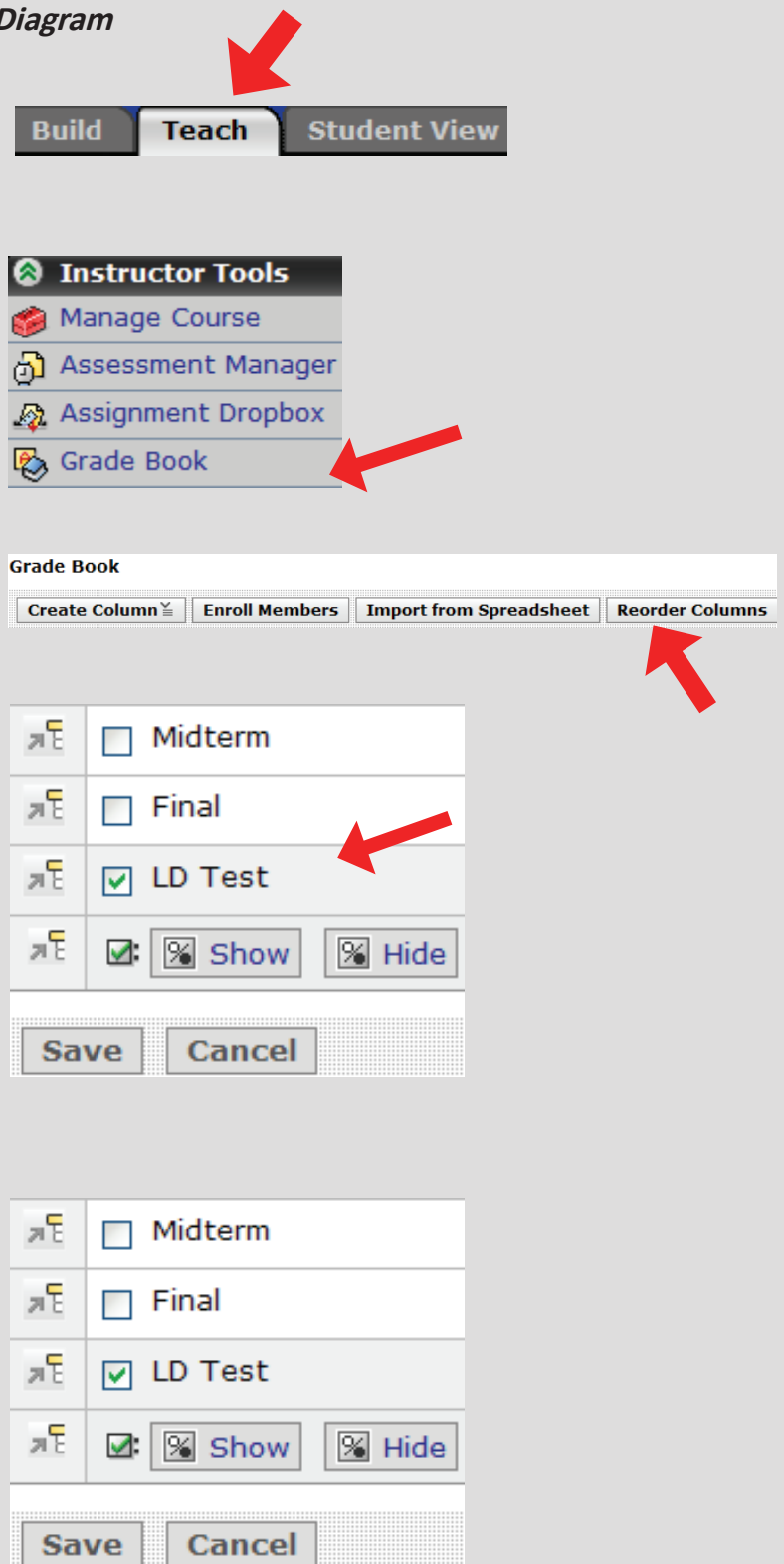


Re-Order Columns

Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Click on **Reorder Columns**
4. Select the Column you wish to move by checking the box
5. Move the selected column by clicking icon  to the left of the column you wish to move the item above

Diagram



The diagram illustrates the steps to reorder columns in the Grade Book. It shows the 'Teach' tab selected, the 'Grade Book' option in the 'Instructor Tools' menu, the 'Reorder Columns' button in the 'Grade Book' toolbar, the 'LD Test' checkbox selected in the column list, and the move icon (a small square with a right-pointing arrow) used to move the selected column.







Build **Teach** **Student View**

Instructor Tools







- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book

Grade Book

Create Column ▾ | **Enroll Members** | **Import from Spreadsheet** | **Reorder Columns**

	<input type="checkbox"/> Midterm
	<input type="checkbox"/> Final
	<input checked="" type="checkbox"/> LD Test
	<input checked="" type="checkbox"/>  Show  Hide

Save **Cancel**

	<input type="checkbox"/> Midterm
	<input type="checkbox"/> Final
	<input checked="" type="checkbox"/> LD Test
	<input checked="" type="checkbox"/>  Show  Hide

Save **Cancel**

Re-Order Columns

Directions

- The column will appear in the new location.
Click **Save** to confirm the move.

Diagram

	<input type="checkbox"/> LD Test
	<input type="checkbox"/> Midterm
	<input type="checkbox"/> Final
	<input checked="" type="checkbox"/> Show Hide

Save **Cancel**