How to Edit, Hide, and Select Options for Columns

You can edit most Grade Center columns and change the column's name, settings, grading schema, what is included in a calculated column's calculation, and whether students can see the column results in My Grades by hiding the column from users. You can also use the options in a column's contextual menu to perform a variety of actions, such as viewing information about the column, sorting the contents, or downloading results.

You cannot edit or delete the default user columns:

- Last Name
- First Name
- Username
- Student ID
- Last Access
- Availability

You can hide all but the first user column in the grid. If you need to hide the first column, you can rearrange the user columns on the Column Organization page, but at least one user column must show.

You can use the options in a column's contextual menu to hide a column from your view in the grid (Hide Column) or from students' My Grades pages (Show/Hide to Users). When you hide a column from your students, you will still see it in the grid. To learn more, see the example following the image: Hide a column from users.

Each column's contextual menu displays options that are available and specific for that column. For example, a test column's contextual menu includes options for Column Statistics and Grade Questions. For a default user column, such as First Name, you only have the options of hiding the column and sorting the items. If an option does not appear in the contextual menu, you cannot perform the action on that column.
Use the following steps to edit a column.

1. In the Grade Center, access the contextual menu.

2. Select an option. Depending on the option:
   - A change occurs automatically. For example, if you select **Set as External Grade** for a weighted column, the column immediately becomes the external grade column. The external grade icon ( ) appears in the column header.
   - You can make necessary changes or selections. For example, if you select **Edit Column Information** for a grade or calculated column, you can change the column’s name, settings, grading schema, and whether students can see the column results in **My Grades**. You can also choose which columns are included in a calculated column's calculation.
   - You can assign grades, provide feedback to students, and include grading notes for yourself. For example, if you select **Grade Attempts** for a test column, you can begin the grading process.
   - You can review information. For example, if you select **Quick Column Information** or **Column Statistics**, you can view basic information or statistics, such as range, average, median, variance, and grade distribution.

3. As needed, click **Submit** -OR- click **OK** to return to the Grade Center.

*Example: Hide a column from users > Change whether students see the column results in My Grades*

If you want to hide column results from students in **My Grades**, you can select **Edit Column Information** in the column’s contextual menu. On the **Edit Column** page, select **No** for **Show this Column to Students**. You can edit the column again at any time to show the results to your students. Alternatively, you can select **Show/Hide to Users** in a column's contextual menu. When you want to show the column to students, select **Show/Hide to Users** again. In the Grade Center grid, the **Column Not Visible to Users** icon ( ) appears in the column header for any column hidden from students. You will still be able to view the column in the grid.

*Example: Change the grading schema*

For each column, you can choose how grades appear to students in **My Grades** and in the Grade Center grid. Select **Edit Column Information** in the column's contextual menu. On the **Edit Column** page,
you can change the grade display in the **Primary** and **Secondary Display** drop-down lists. If you choose to share the column results with students, they see grade values based on what you select in the **Primary Display** drop-down list, such as Score, Letter, or Percentage. The **Secondary Display** selection is optional and only appears in the Grade Center.

At any time, you can also change the grading schema to display grades based on new grading schemas you create. For example, for a particular test, you want to make an adjustment because of low scores. You can associate a custom grading schema with that test's column to reflect a curve you want to apply to those lower scores. You can create as many test grading schemas as needed to fulfill your grading requirements and associate them with the appropriate columns in the Grade Center.

**Example: Change which attempt is used as the score in the Grade Center**

When multiple attempts are allowed for an assignment or test, you can edit columns to change which attempt is used as the score in the Grade Center. For example, if you allow students to submit an assignment more than once, you can select **Edit Column Information** in the assignment column's contextual menu. On the **Edit Column** page, select which attempt to use for the score. The default is **Grade of Last Attempt**. If you do not edit the column, the Grade Center automatically uses the grade of the last attempt when more than one attempt is allowed. You can choose from the following options in the **Score attempts using** drop-down list on the **Edit Column** page:

- Last Graded Attempt
- Highest Grade
- Lowest Grade
- First Graded Attempt
- Average of Graded Attempts
Editing column names

While in the Grade Center, you cannot change the Item Name of columns created automatically for gradable items, such as tests, assignments, discussion posts, journal and blog entries, and wiki contributions. You can edit the name of a gradable item in your course and the name will change in the Grade Center. For example, to change an assignment name, you must go to the content area containing the assignment and edit the name there. The name change is applied automatically in the Grade Center.

Example: Editing column names

While in the Grade Center, you cannot change the Item Name of columns created automatically for gradable items, such as tests, assignments, discussion posts, journal and blog entries, and wiki contributions. You can edit the name of a gradable item in your course and the name will change in the Grade Center. For example, to change an assignment name, you must go to the content area containing the assignment and edit the name there. The name change is applied automatically in the Grade Center.

How to Edit Grade Center Columns From External Files

When you upload grade columns to the Grade Center from an external file, they appear as text columns with points possible equaling zero (0). You may see numbers in the cells, but they are just placeholders. You must edit these columns to include the scores in Grade Center calculations.

1. In the Grade Center, access the contextual menu.
2. Select Edit Column Information.
3. On the **Edit Column** page, change the **Primary Display** to **Score** and provide the **Points Possible**.

4. Click **Submit**. The assigned scores appear in the column's cells.

To learn more about external data, see [Uploading or Downloading Grade Center Items for Working Offline](#).

**About Deleting Grade Center Columns**

When you create gradable items in your course, grade columns are created automatically in the Grade Center, including columns for:

- Tests, surveys, and self and peer assessments
- Assignments and SafeAssignments
- Discussion posts
- Journal and blog entries
- Wiki contributions

The only way to delete these auto-created grade columns is to first delete the gradable items in your course. For some, if no student submissions exist when you delete the item, the Grade Center column is deleted automatically or you are allowed to decide whether to delete the column. However, when you delete a SafeAssignment in your course, you must also delete the corresponding column in the Grade Center.