Steps to Follow

1. Navigate to the Full Grade Center from the Course Management Menu located on the left-hand side (figure 1)
2. Once inside the Full Grade Center use the Manage drop down and select Column Organization (figure 2)

3. Once inside the Column Organization menu you may simply reorganize the columns by dragging and dropping into their new order using the directional arrows on the left (figure 3)
4. You can change a single, or multiple, column’s categories at one time by checking of the boxes and choosing the new category from the **Change Category** to drop down menu (figure 4)

![Figure 4](image)

5. Once all of the changes have been made click **Submit** on the bottom right hand side of the screen (figure 4)