## **Reordering Columns**

The **Reorder** function will change the column position in the listing. Multiple columns can be selected at a time and can be moved.

*IMPORTANT: The* **Grades** *tab is the view for the instructor, while the* **View All** *tab is the order in which the students view the columns.* 

Step 1. Click the Teach tab and then the Grade Book button in the menu bar.

Step 2. Click the appropriate tab: Grades for instructor, View All for students.

Step 3. Click Reorder Columns.

Step 4. Select the check box(es) of the column(s) you wish to move.

Step 5. Click the Move Above icon to move the selected columns.

×.	Homework #3	Hide Column
3R	Homen 44	Hide Column
Зĸ	Homework #5	Clicking this icon will move the
35	Homework #6	selected columns above (in front) of
3ĸ	Homework #7	this column.
Зĸ	Homework #8	nice column
зĸ	Homework #9	These columns have been selected
35	Homework #1	
F	Homework #2	
Зĸ	Homework #10	Hide Column
-	Hide	

Step 6. Click Save.