

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.*

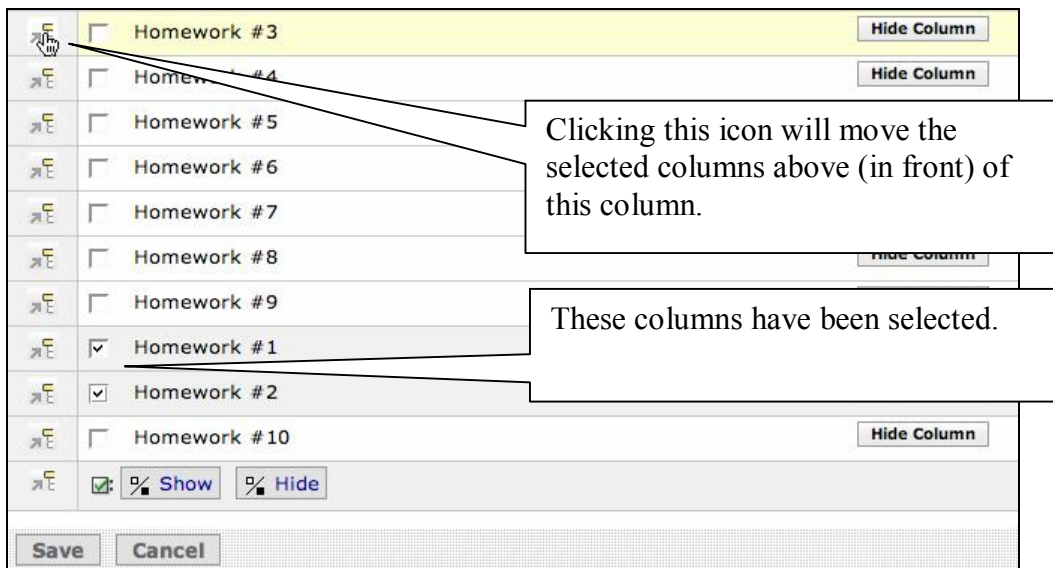
Step 1. Click the **Teach** tab and then the **Grade Book** button in the menu bar.

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.



Step 6. Click **Save**.