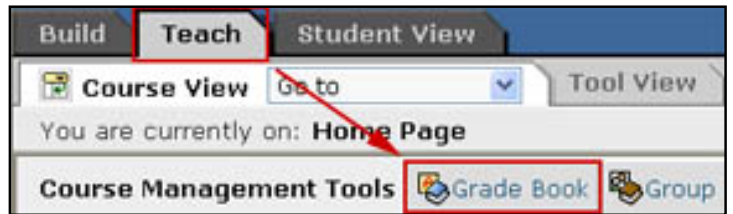


Gradebook - Add, Delete, Reorder Columns

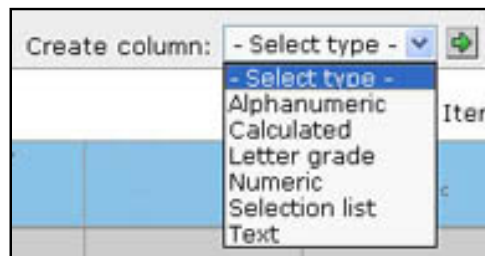
Access the Gradebook

1. Click **Teach Tab**
2. Click **Gradebook**

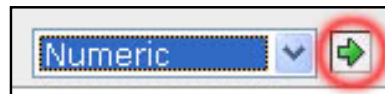


Add Columns

1. Choose column type from the "**Create column**" drop-down list at top of Gradebook



2. Click the **green arrow** button



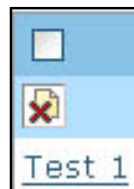
Delete Columns

Method 1

1. Click "**Column Settings**" button at top of Gradebook

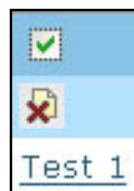


2. Click the "**red x**" icon for the column you want to delete

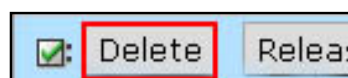


Method 2

1. Click the **check box** at the top of the column (s) you want to delete



2. Click the "**Delete**" button at the bottom of the gradebook.




Reorder Columns



1. Click "Reorder Columns" button at top of Gradebook

Reorder Columns

2. Click the **check box** next to name of the column you want to move.

Move	<input type="checkbox"/>	Column
		Last Name
		First Name
	<input type="checkbox"/>	User Id
	<input checked="" type="checkbox"/>	Role

3. Click the "**above**" icon next to the name of the column that you want to appear after (to the right of in the Gradebook) the column you are moving.

Move	<input type="checkbox"/>	Column
		Last Name
		First Name
	<input type="checkbox"/>	User Id
	<input checked="" type="checkbox"/>	Role
