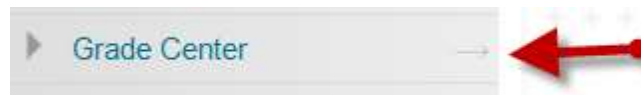
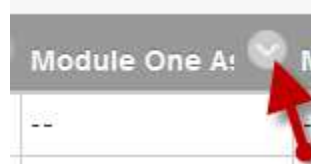


# Hiding Grade Center Columns from Students

1. To hide a Grade Center Column from students go into your full grade center by clicking the arrow next to **Grade Center** under **Control Panel**.



2. Select the Drop Down option next to the Title of the Column you wish to hide from the students.



3. Click on **Hide from Students**. NOTE: You can make the columns visible to students by repeating the step of clicking on **Hide from Students**.



4. You will notice that this adds a pink line through a circle next to the Title of the Grade Center Column. The pink line indicates that the column is hidden from students.



5. For this Example I will hide three columns and show you the results as seen by the students.
  - a. In the first view below I have pointed out Module One Assessment, Module Two Assessment, and Module Two – Assignment Follow-Up.

## My Grades

Item Name	Due Date	Last Student Activity	Last Grade Change	Grade
Quiz - 21st Century Report			Aug 3, 2012 7:07 AM	100.00/100
21st Century Report Quiz		Jul 31, 2012 1:30 PM	Jul 31, 2012 9:05 PM	88.17142/100
Module One Assessment		Mar 26, 2011 12:30 PM	Mar 26, 2011 12:30 PM	3.00/3
Module Two Assessment		Mar 26, 2011 1:21 PM	Mar 26, 2011 1:20 PM	3.00/3
Module Two - Assignment Follow-Up		Mar 26, 2011 1:47 PM	Mar 26, 2011 1:22 PM	10.00/10



## Hiding Grade Center Columns from Students

- b. After Choosing **Hide from Students** for all three columns this is the instructor's Grade Center View.



The screenshot shows the instructor's Grade Center interface. At the top right, it says "Last Saved: September 24". Below that, there are four column headers: "21st Cen", "Module One", "Module Two", and "Module Two". Each of these headers has a red slash through it, indicating that the column is hidden. Below the headers, there are four empty cells, each containing "--".

- c. This is the Student's view with the three columns hidden.

### My Grades



The screenshot shows the student's "My Grades" page. It features a table with the following columns: "Item Name", "Due Date", "Last Student Activity", "Last Grade Change", and "Grade". The rows are:

Item Name	Due Date	Last Student Activity	Last Grade Change	Grade
Quiz - 21st Century Report			Aug 3, 2012 7:07 AM	100.00/100
21st Century Report Quiz		Jul 31, 2012 1:30 PM	Jul 31, 2012 9:05 PM	88.17/142/100
Module Three Assessment				-/3
Module Four Assessment				-/3

A red arrow points from the top right of the table towards the "21st Century Report Quiz" row.

6. Remember, you can repeat the first three steps to make the column visible again.

### For more information about hiding columns see also:

- **Hide Grade Columns From Yourself:**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Hiding\\_Grade\\_Center\\_Columns\\_From\\_Yourself.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Hiding_Grade_Center_Columns_From_Yourself.pdf)
- **Making a Test Available to one or a group of Student (s) (Test Available Exceptions for Blackboard):**  
[http://video.wallace.edu/bb/help\\_tools/Instructor\\_Helps/040\\_Evaluation%20Tools/Test\\_Available\\_Exceptions.pdf](http://video.wallace.edu/bb/help_tools/Instructor_Helps/040_Evaluation%20Tools/Test_Available_Exceptions.pdf)
- **Instructor Help Documents:**  
[http://video.wallace.edu/bb/help\\_tools/instructor\\_helps.html](http://video.wallace.edu/bb/help_tools/instructor_helps.html)

