

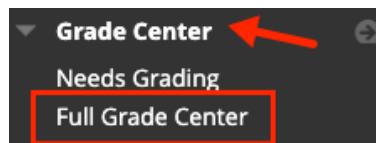
# HIDE/SHOW GRADE COLUMNS FROM STUDENTS

Grade columns can be hidden from students either temporarily or if you are not including the assignment.

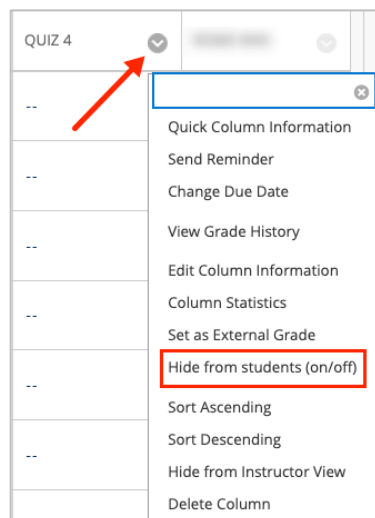
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## Instructions

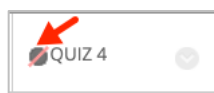
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click on the **down arrow** next to the title of the column that you wish to hide from your students. A menu appears. Select **Hide from Students (on/off)**.



3. The column is now hidden from students. This option will Hide or Show the column in the student's view of **My Grades**. The instructor will still see the column in the Grade Center but an icon will indicate that it is not visible to students.



4. To show a hidden column in the Grade Center, repeat step 2.

