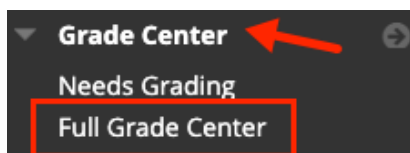


HIDE STUDENT(S) IN GRADE CENTER

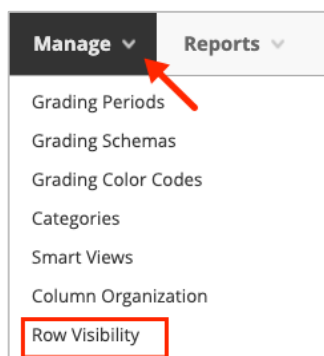
Occasionally, there may be a need to hide students from your Grade Center view. In most cases, this is a student who has withdrawn from the course.

Instructions

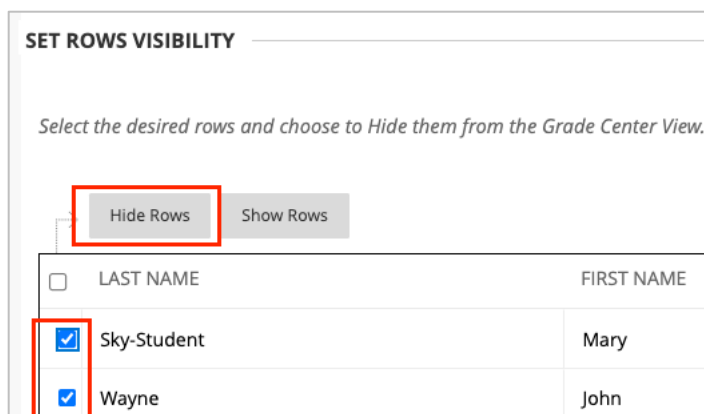
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click the **Manage** menu and then select **Row Visibility**.



3. The Row Visibility screen lists all of the students in the class with their full names, user names, and their visibility status. To hide a student, check the box next to the name(s) of the students to change and then click on the **Hide Rows** button.

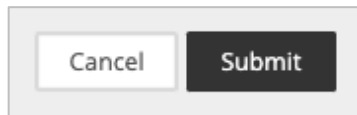


HIDE STUDENT(S) IN GRADE CENTER

- The students will show as italicized and indicate they are hidden under the status menu.

<input type="checkbox"/>	<i>Sky-Student</i>	<i>Mary</i>	<i>mary_sky_student</i>	<i>Hidden</i>
<input type="checkbox"/>	<i>Wayne</i>	<i>John</i>	<i>jwayne1</i>	<i>Hidden</i>

- Click **Submit**.



A rectangular button container with a light gray border. On the left is a white button with the text "Cancel". On the right is a dark gray button with the text "Submit".

- To show a hidden student, repeat steps 1-3, **check** the box next to the name of the student to show and click on the **Show Rows** button then click **Submit** to save the change.