

How do I hide or unhide a Grade Center column from my students?

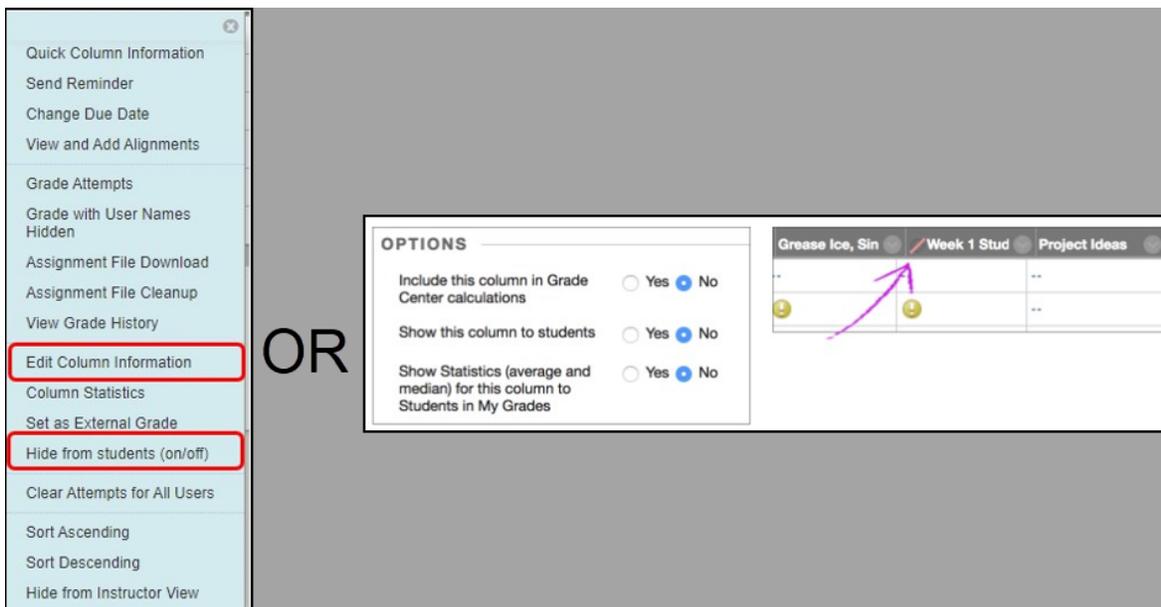
You can hide a column from student's My Grades pages while you assign grades and feedback. When you hide a column from your students, you still see it in the Grade Center.

You can tell if a column is hidden in the Grade Center by looking at the column heading to see if there is a dark circle with a red slash next to the title of the column. If so, the column is hidden from students, and they cannot see the assignment listed My Grades.

1. From the Grade Center, access a column's menu by selecting the drop-down and select **Hide from Students (On/Off)**. This option is a "toggle" button to where you can use it to hide the column from students or to show the column to students.

-OR-

2. From the Grade Center, access the column's menu and select **Edit Column Information**.
3. On the **Edit Column page**, navigate to the Options section.
4. Select **No** for **Show this column to Students**.
5. Select **Submit**.



The screenshot illustrates the process of hiding a column from students. On the left, a vertical menu lists various actions for a column, with 'Edit Column Information' and 'Hide from students (on/off)' highlighted with red boxes. The word 'OR' is placed between the menu and the 'Options' section. The 'Options' section contains three settings, each with radio buttons for 'Yes' and 'No':

- Include this column in Grade Center calculations: Yes No
- Show this column to students: Yes No
- Show Statistics (average and median) for this column to Students in My Grades: Yes No

To the right of the 'Options' section, a small table shows column headers: 'Grease Ice, Sin', 'Week 1 Stud', and 'Project Ideas'. A purple arrow points to a dark circle with a red slash next to the 'Week 1 Stud' header, indicating that this column is hidden from students.