Show and Hide Grade Center Columns

Overview

This tutorial will explain how to **Show** and **Hide Grade Center Columns**. The Grade Center provides these options for viewing Grade Center Columns (click the link to jump to that section):

- ✓ Hide a Grade Center Column from the Instructor View
- ✓ Show a Hidden Grade Center Column in the Instructor View
- ✓ Hide a Grade Center Column from the Student View
- ✓ Show a Hidden Grade Center Column in the Student View

Showing Grade Center Columns allows users to see a graded activity in the Grade Center and/or the My Grades tool. Hiding Grade Center Columns can help you navigate the Grade Center if you have many graded activities, hide future graded activities until they become available, or conceal students' grades until all submissions have been graded.
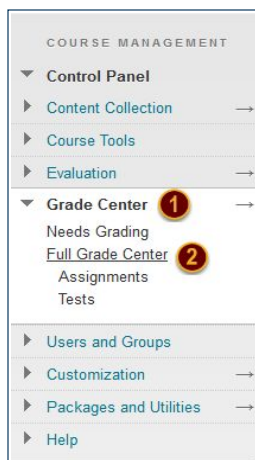
Hide a Grade Center Column from the Instructor View

Quick Steps

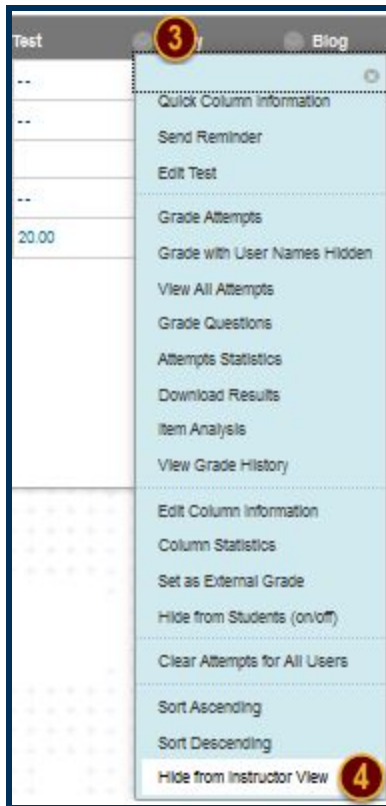Control Panel > Full Grade Center > Item Options menu > Hide from Instructor View

Step 1

To Hide a Grade Center Column from the Instructor View, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].

Step 2

Locate the Grade Center Column you wish to hide from the Grade Center page. Open the Column Options menu by clicking on the Column Options arrow [3] that follows the Column's title and select "Hide from Instructor View" [4].

Step 3

Repeat Step 2 for any additional Grade Center Columns that you would like to Hide.

Note

Hiding a Grade Center Column from the Instructor View means the column will no longer be visible in the Grade Center page. If your intent is to hide the column from students, as well, be sure to hide the column from the Student View BEFORE hiding it from the Instructor View. Otherwise, students will still be able to see the column in the My Grades tool.

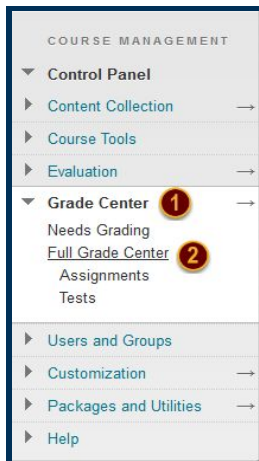For instructions, see Hide a Grade Center Column from Student View.

Show a Hidden Grade Center Column in the Instructor View

Quick Steps

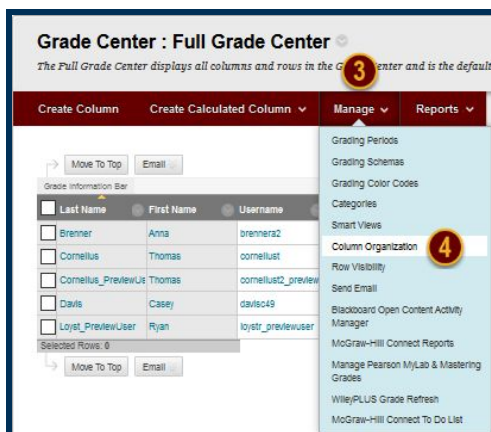Control Panel > Full Grade Center > Manage > Column Organization > Show/Hide button

Step 1

To Show a Hidden Grade Center Column in the Instructor View, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].
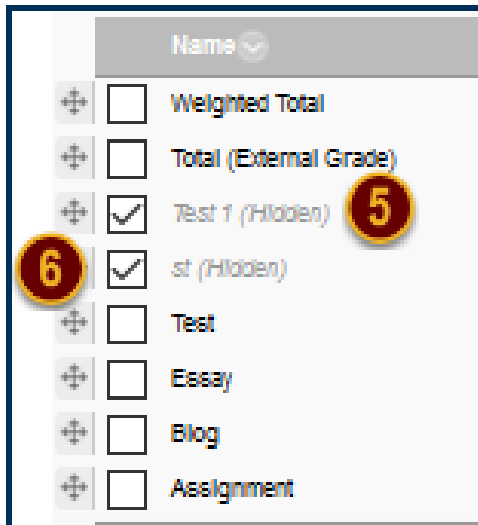

Step 2

From the Full *Grade Center* Page, hover over the *Manage* tab on the Action bar [3] and select "Column Organization" [4].
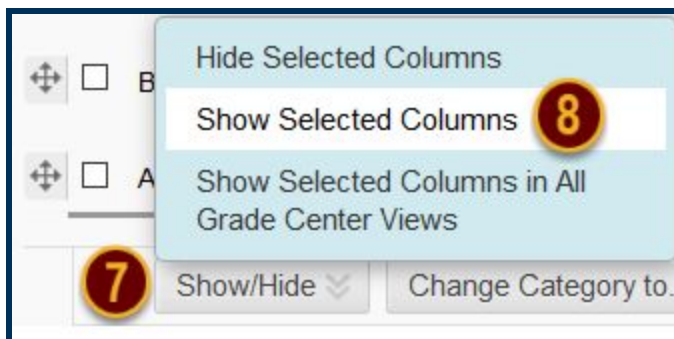
Step 3

The Column Organization page will appear. The Names of Hidden Grade Center Columns will contain the word "Hidden" in parenthesis [5]. They will also be italicized in gray font. To select a Grade Center Column, check the checkbox that precedes the column's Name in the Not in a Grading Period table [6].
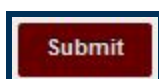

Step 4

At the bottom of the Not in a Grading Period table, click the *Show/Hide* button [7] and choose the "Show Selected Columns" option [8].

Step 5

Click the *Submit* button to Show the selected Grade Center Column(s) in the Grade Center.

Hide a Grade Center Column from the Student View

Quick Steps

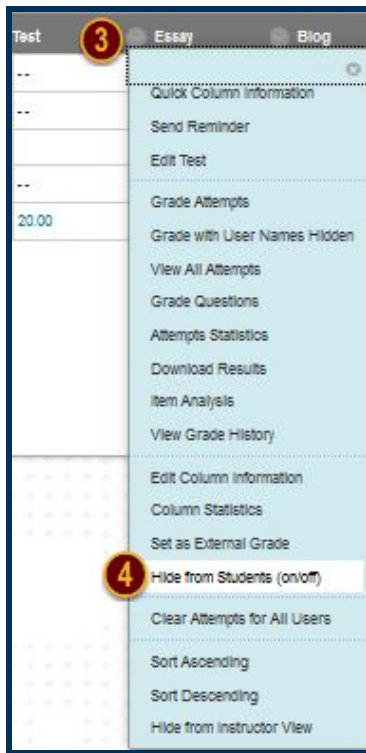Control Panel > Full Grade Center > Item Options Menu > Hide from Students (on/off)

Step 1

To Hide a Grade Center Column from the Student View, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].

Step 2

From the Full Grade Center, locate the Grade Center Column you wish to Hide. Open the Column Options menu by clicking on the Column Options arrow [3] that follows the Column's title and select "Hide from Students (on/off)" [4].

A "Column Not Visible to Users" icon (pink diagonal) [5] will appear in the column header for each Grade Center Column that has been hidden from the Student View.

Step 3

Repeat Step 2 for any additional Grade Center Columns that you would like to Hide.

Note

When you Hide a Grade Center Column from the Student View, you still see it on the Grade Center page unless you also Hide it from the Instructor View.

For instructions, see Hide a Grade Center Column from the Instructor View.

Show a Hidden Grade Center Column in the Student View

Quick Steps

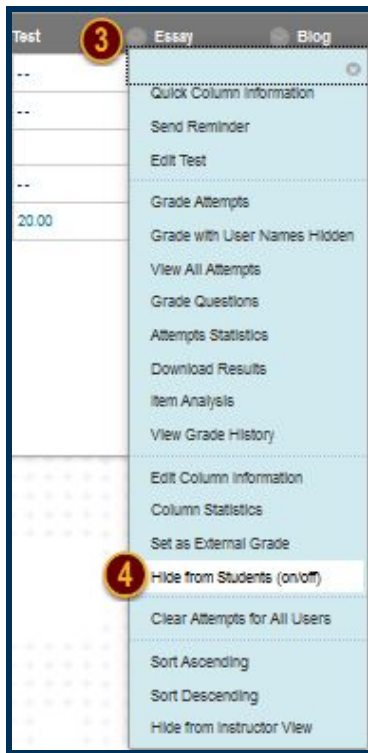Control Panel > Full Grade Center > Item Options Menu > Hide from Students (on/off)

Step 1

To Show a Hidden Grade Center Column in the Student View, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the "Full Grade Center" option [2].

Step 2

From the Full Grade Center, locate the Grade Center Column you wish to Hide. Open the Column Options menu by clicking on the Column Options arrow [3] that follows the Column's title and select "Hide from Students (on/off)" [4].

The "Column Not Visible to Users" icon (pink diagonal) [5] will **disappear** from the column header for each Grade Center Column that is being shown in the Student View.

Step 3

Repeat Step 2 for any additional Hidden Grade Center Columns that you would like to Show.