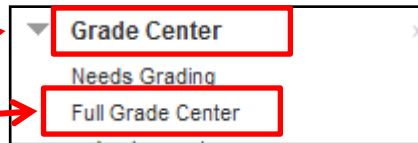


Show/Hide Columns in Instructor View of Grade Center

1. Access Grade Center

In **Course Management Control Panel**, click on **Grade Center** to expand menu

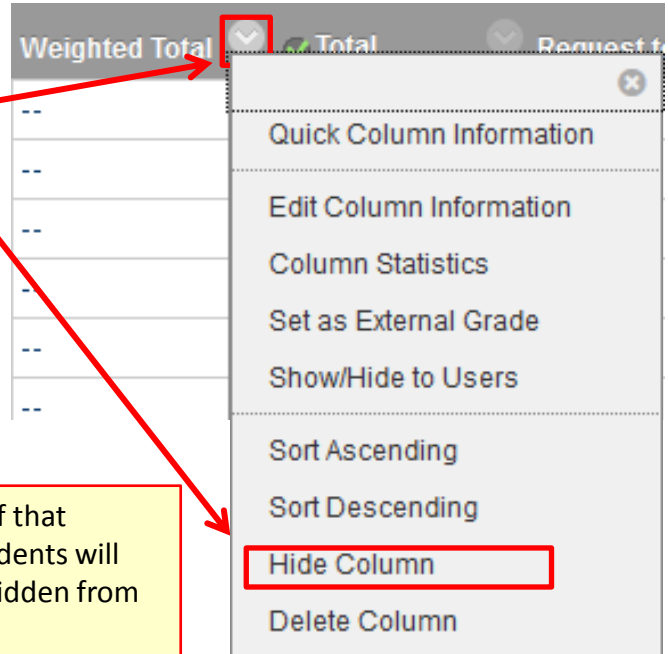
Click on **Full Grade Center**



2. Hiding a Grade Center column

Locate the column you would like to hide and click on the gray down arrow icon to bring up the options menu.

Click on **Hide**. The column will no longer appear in the instructor view of the Grade Center.



Please note: This will not affect the students' view of that column in "My Grades". A column set to show to students will still appear in My Grades even after that column is hidden from the instructor view in the Grade Center.

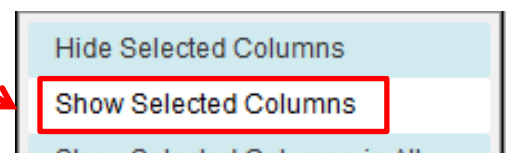
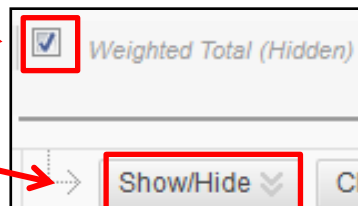
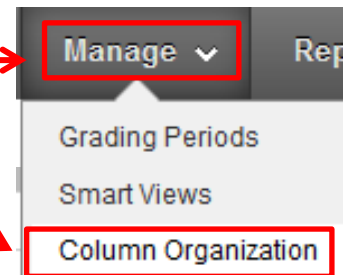
3. Un-hiding a Grade Center column

Go to **"Manage"** at the top of the Grade Center and then to **"Column Organization"**

On the next screen, **check the box** next to any hidden columns you want to unhide

Click on the **"Show/Hide"** button

Select **"Show Selected Columns"** from the menu that appears



NOTE: Be sure to click on **Submit** to save the changes.