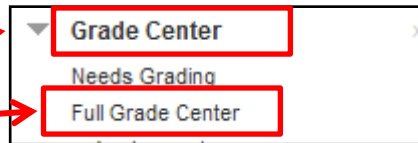


Show/Hide Grades for Students

1. Access Grade Center

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

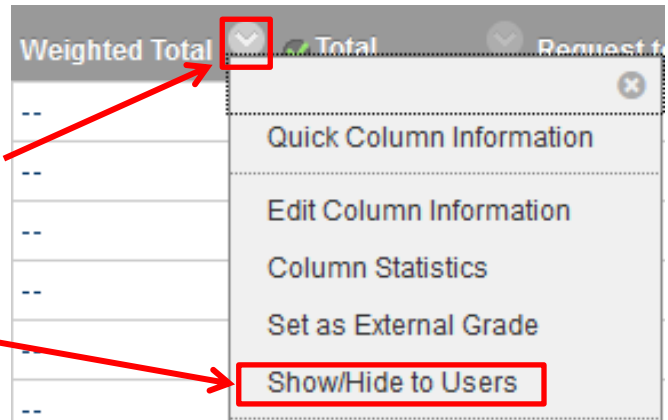
Click on **Full Grade Center**



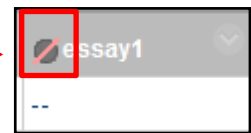
2. Adjust Column Setting

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

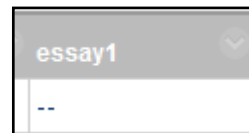
Click on **Show/Hide to Users**. This will immediately change the setting from Show to Hide or vice versa.



The **circle with red line symbol** next to the column name means the grades in that column are **Hidden from Students**.



No symbol next to the column name means the grades in that column **Show to Students**



3. Adjusting “show/hide to users” setting for columns not appearing in Grade Center

Sometimes columns are hidden from the instructor view of the Grade Center but still set to “Show to Students”. This can be determined by going to “My Grades” while in Student View.

To fix this, the **columns first need to show from the instructor view**.

This is done by going to “**Manage**” and “**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

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

