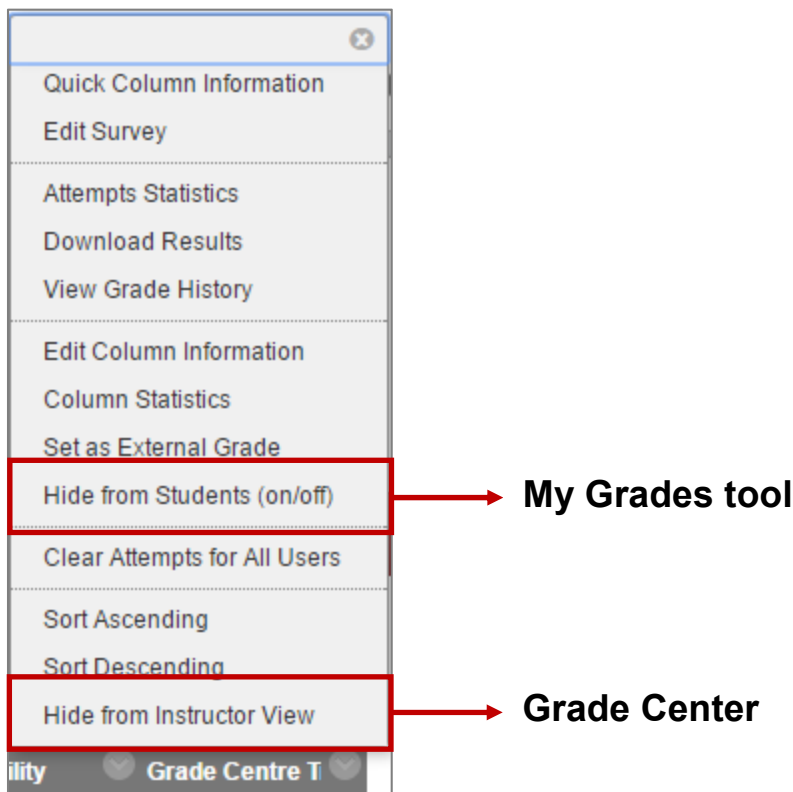


Within the Grade Center columns can be hidden or displayed to two audiences:

- Your view as an Instructor on the Grade Center.
- The student view on the My Grades tool.

From the Grade Center, you can select to show or hide columns that will display for you to see. Here you can also select which columns not to display for students on the My Grades tool.

1. Navigate to the **Full Grade Center**
2. Click on the action arrow that appears when you mouse-over the name of one of the columns. A menu will appear.



*Figure 1: Column menu*

You can hide columns in the **Full grade Center** in order to have a focused view on certain columns that you want to work with at a specific moment. Take note: These columns are only hidden on YOUR view, while the students will still be able to see it on the **My Grades** tool.

To hide columns from your view:

1. In the Control Panel, click on **Grade Center**
2. Click on **Full Grade Center**
3. Click on the action link next to the column name

4. Select the **Hide from Instructor View** option. The column will no longer display on the Grade Center.

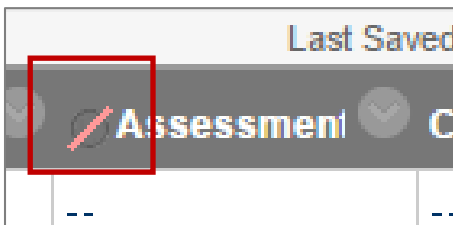
To make the hidden columns visible again:

5. Click on **Grade Center**
6. Click on **Full Grade Center**
7. Click on **Manage**
8. Click on **Column Organisation**
9. Click in the tick box(es) in front of the column name which you want to make visible
10. Click on the **Show/Hide** button at the bottom of the page
11. Click on **Show selected columns**
12. Click on **Submit**

To hide columns from students on the My Grades tool:

1. In the Control Panel, click on **Grade Center**
2. Click on **Full Grade Center**
3. Click on the action link next to the column name
4. Select the **Hide from Students (on/off)** option. The column will no longer display on the My Grades tool in the student view

When you see the following icon appearing next to the name in the Grade Center, the column is not visible to the students.



*Figure 2: Not visible to students*

Follow the same steps as described above to make the columns visible to the students.