Hide a Grade Center Column from Student View

It is important to understand the distinction between hiding a column in the Grade Center to create more space for yourself, the instructor, versus hiding a column from students in their My Grades area. These are not the same thing and instructors erroneously may hide a column in the Grade Center believing that students won’t be able to see it afterward.

1. To actually hide a column from students you need to click the double down arrows at the top of the column to the right of the title. Select **Show/Hide To Users** (not **Hide Column**). The **Hide Column** option is to make more room for the instructor in the Grade Center. Note that after selecting the correct option, Show/Hide to Users you will see a circle with a pink slash through it next to the column title.

2. There is a second way to do this, which is to select Edit Column Information.
3. On the next page that comes up scroll down to “3. Options”, and select “No” for “Show this Column to Students”. Then click Submit.

4. You will see a circle with a pink slash through it next to the Grade Center column title after you hide a column from student view.

5. To show a column to students again at any point after hiding it you can accomplish this by doing the reverse of either of the methods described in this handout: Select “Show/Hide” to users (see #1) again or “Edit Column Information” (see #2 and #3).

This concludes this tutorial on how to show/hide columns from student view in My Grades (for students).