Hiding a Grade Center Column from Students

If you are not ready to display grades associated with a particular column to students in their My Grades area of Blackboard, such as a Final Grade, you can temporarily hide that column and grade from their sight. There are two ways to do this.

**Method 1: Using “Show/Hide to Users” to Hide a Column**

Any column that is not set as the “External Grade” will display this toggling on/off option in it’s context menu. It is the quick and easy way to hide a column from students.

1. In your Full Grade Center, click the gray arrow button at the head of the column you want to hide. From the context menu that appears, click **SHOW/HIDE TO USERS**.

2. A hidden symbol will appear at the head of the column, indicating that the column is hidden from student view.

To make the column visible to students again, perform step 1 again. The hidden symbol will be removed and the column will become visible to students again.
Method 2: Editing Column Information to Hide a Column

This method is useful if you want to hide a column that has been set to be the External Grade in the course, such as a Total column.

1. Click the gray arrow button at the head of the column and select **EDIT COLUMN INFORMATION** from the pop-up menu that appears.

2. On the **EDIT COLUMN** page, scroll down to **OPTIONS**. Mark the option called **SHOW THIS COLUMN TO STUDENTS** as **NO**.

   Click **SUBMIT** to save your preferences.

3. When you return to the Grade Center, you will see the hidden symbol on the column’s heading, indicating that students can’t see grades associated with that column.

   Columns hidden to students can be shown to students again by editing the column’s information through the above mentioned steps and setting **SHOW THIS COLUMN TO STUDENTS** to **YES**.