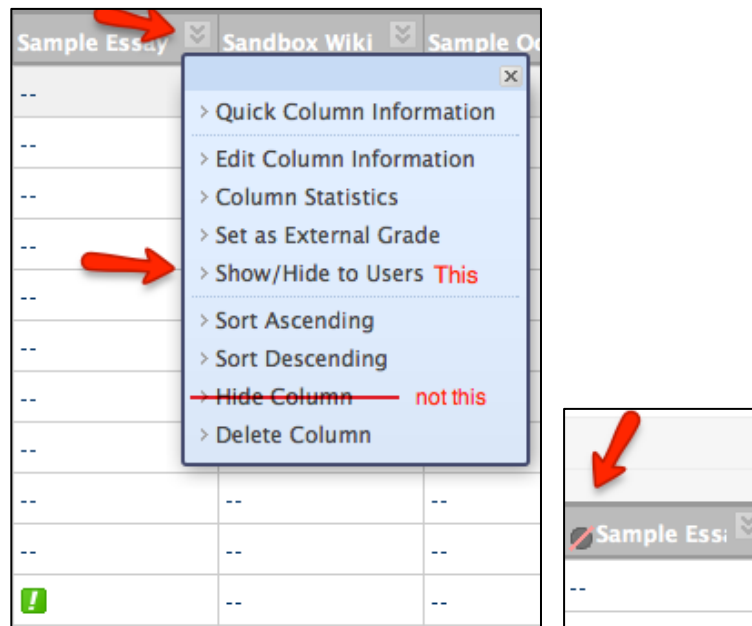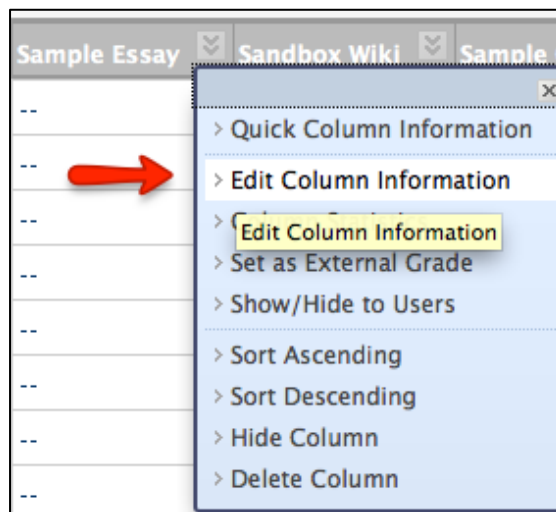# Hide a Grade Center Column from Student View

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.

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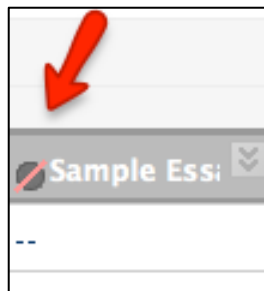
5.   To show a column to students again at any point after hiding it you can accomplish this by doing the reverse of either of the methods described in this handout: Select "Show/Hide" to users (see #1) again or "Edit Column Information" (see #2 and #3).

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