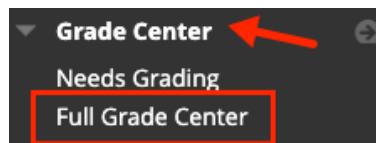# HIDE/SHOW GRADE COLUMNS FROM STUDENTS
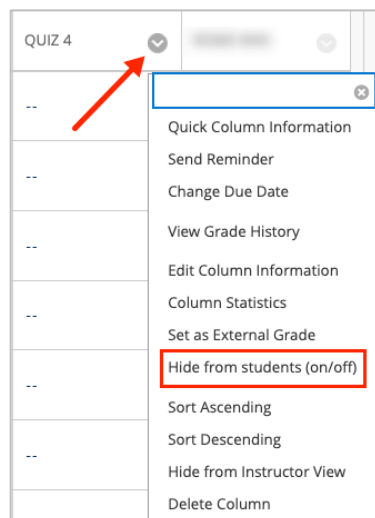
Grade columns can he hidden from students either temporarily or if you are not including the assignment.
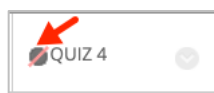
Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.

2. Click on the **down arrow** next to the title of the column that you wish to hide from your students. A menu appears. Select **Hide from Students (on/off)**.

3. The column is now hidden from students. This option will Hide or Show the column in the student's view of **My Grades**. The instructor will still see the column in the Grade Center but an icon will indicate that it is not visible to students.

4. To show a hidden column in the Grade Center, repeat step 2.