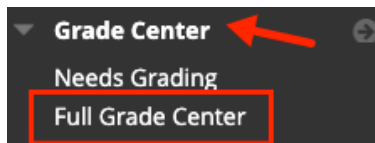# INSTRUCTOR VIEW:
HIDE/SHOW GRADE COLUMNS

Instructors can hide columns from themselves if they are not needed or if you wish to hide them from yourself. Be sure to first hide columns from students before hiding from the instructor view.
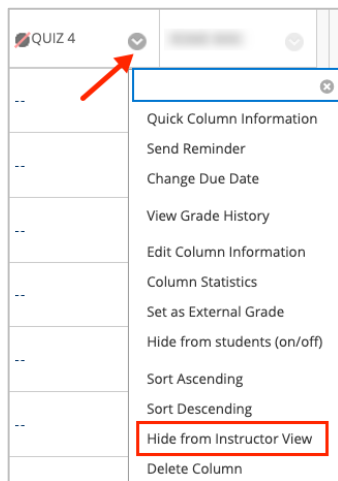
Instructions

Hide Column from Instructor View

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. Locate the column you wish to hide from your view. Click the **down arrow** and then select **Hide from Instructor View**.
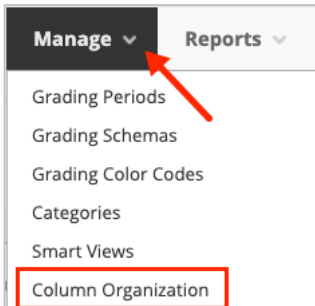

3. The column disappears from the grade center. A message appears indicating that the column is hidden and can be show again from the Column Organization page. Follow the steps below to show the column again in the grade center.

Success: Column hidden. It can be shown again from the Column Organization page.
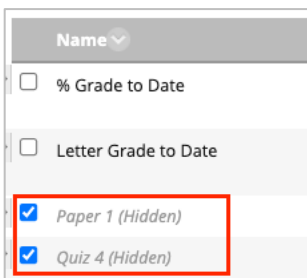
INSTRUCTOR VIEW:
HIDE/SHOW GRADE COLUMNS

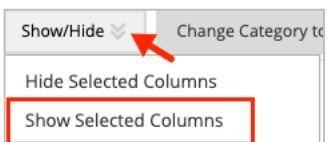Show Column in Instructor View

1. In the Grade Center, click **Manage** and then **Column Organization.**

2. The **Column Organization** page opens. Hidden columns will display in italics and will indicate that they are hidden. Click the **box(es)** next to each column you wish to make visible.

3. Scroll to the bottom of the page and from the **Show/Hide** menu, click on **Show Selected Columns**.

4. The column(s) will now be visible in the grade center.

INSTRUCTOR VIEW:
HIDE/SHOW GRADE COLUMNS

5. Click **Submit** when done.

6. The columns will be visible in the grade center for the instructor.