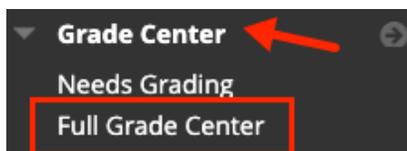# HIDE STUDENT(S) IN GRADE CENTER

Occasionally, there may be a need to hide students from your Grade Center view. In most cases, this is a student who has withdrawn from the course.
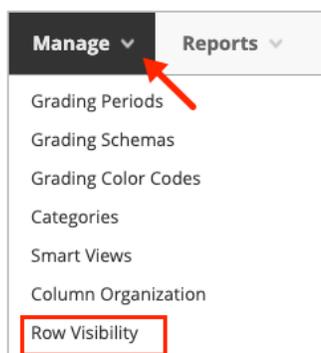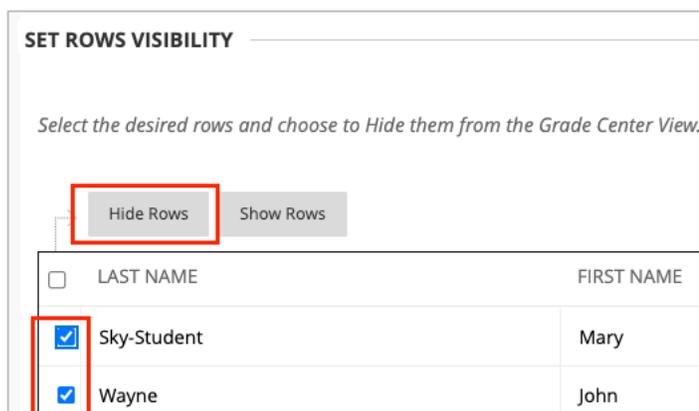
## Instructions

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 the **Manage** menu and then select **Row Visibility**.



3. The Row Visibility screen lists all of the students in the class with their full names, user names, and their visibility status. To hide a student, check the box next to the name(s) of the students to change and then click on the **Hide Rows** button.
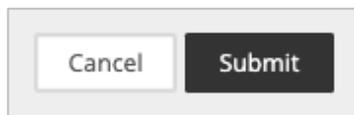


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4.  The students will show as italicized and indicate they are hidden under the status menu.

| | | | |
|---|---|---|---|
| ☐ *Sky-Student* | *Mary* | *mary_sky_student* | *Hidden* |
| ☐ *Wayne* | *John* | *jwayne1* | *Hidden* |

5.  Click **Submit**.

Cancel  Submit

6.  To show a hidden student, repeat steps 1-3, **check** the box next to the name of the student to show and click on the **Show Rows** button then click **Submit** to save the change.