

# Hiding a Grade Center Column from Students

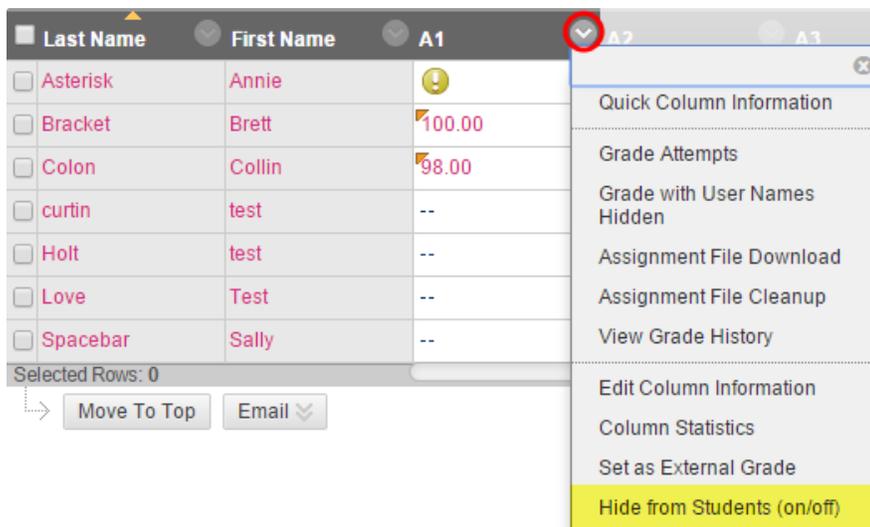


## Blackboard Learn

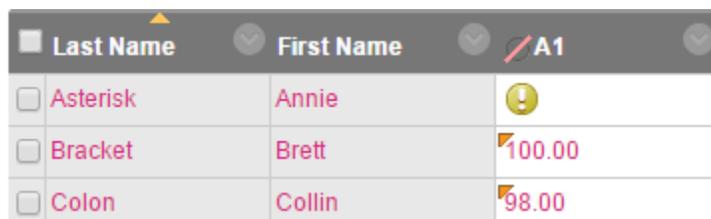
If you are not ready to display grades associated with a particular column to students in their My Grades area of Blackboard, such as a Final Grade, you can temporarily hide that column and grade from their sight. There are two ways to do this.

### METHOD 1: USING “HIDE FROM STUDENTS” LINK FROM COLUMN’S CONTEXT MENU

Any column that is not set as the “External Grade” will display the “Hide from Students on/off” option in its context menu. This option is a toggling on/off switch that you can use to quickly and easily hide or show a column. 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 **HIDE FROM STUDENTS ON/OFF**.



A **hidden symbol**  will appear at the head of the column, indicating that the column is hidden from students.

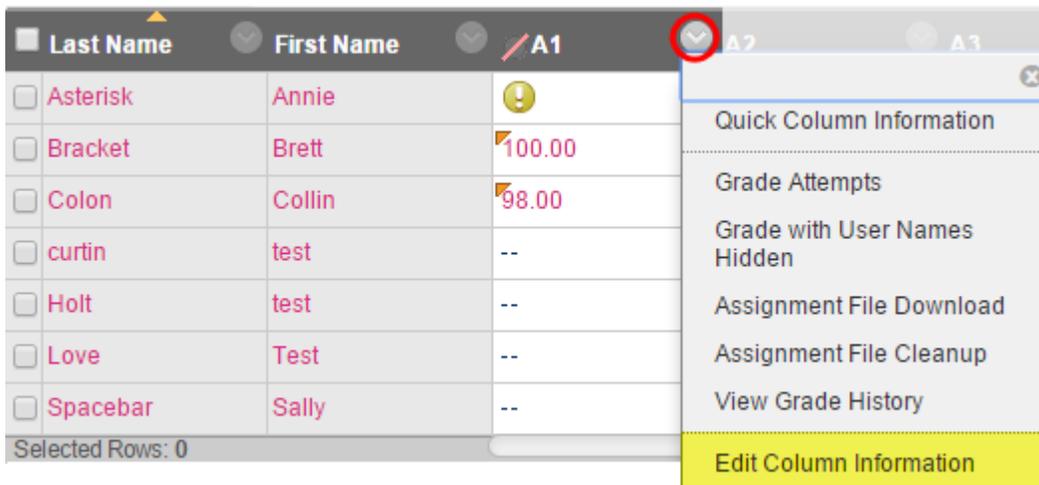


To make the hidden column visible to students again, click the HIDE FROM STUDENTS ON/OFF link once more. The hidden symbol will be removed and the column will become visible to students again.

## METHOD 2: EDITING COLUMN INFORMATION TO HIDE A COLUMN OR EXCLUDE FROM CALCULATIONS

This method is useful if you want to hide a column from students and exclude the column from your course's Grade Center calculations.

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**. To hide the column from students, set SHOW THIS COLUMN TO STUDENTS to NO. To exclude the column from your Total or Weighted Total columns, set INCLUDE THIS COLUMN IN GRADE CENTER CALCULATIONS to NO. Click **SUBMIT** to save your preferences.

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

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. If you chose to exclude the column from calculations, any calculated columns in the Grade Center will not include the column in its calculations.