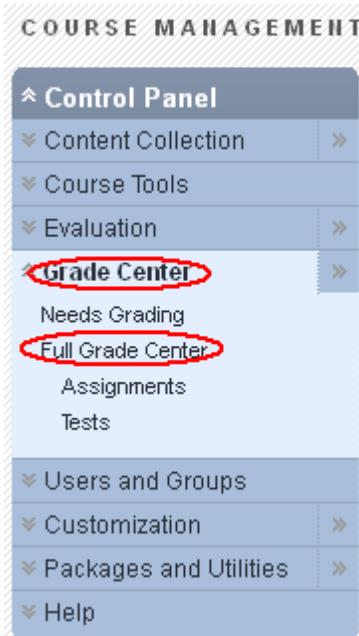


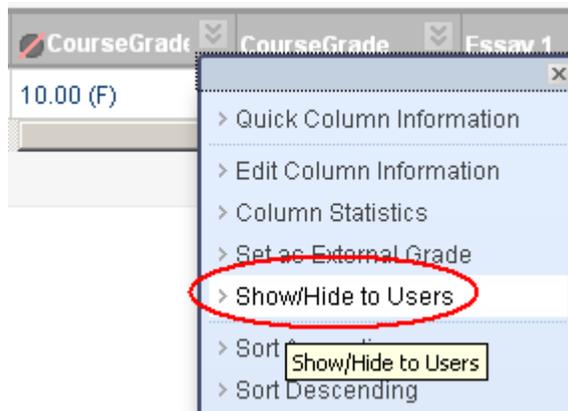
## Blackboard - How to Hide/Show a Grade Column

In Full Grade Center, you are able to hide or release a grade column.

1. In Control Panel, click “Grade Center and then “Full Grade Center”.



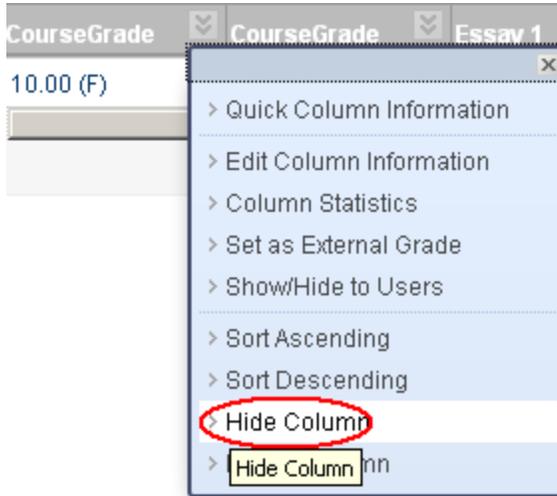
2. There are two ways to hide/show a column: Hide a Column in Student View and Hide a Column in both Instructor view and Student view.
  - a. To hide a column in student’s view, click the Action icon of the column you would like to hide and select “Show/Hide to Users”. “Show/Hide” to Users” option allows instructor to view the column but not students. To show the same column, repeat the previous step.



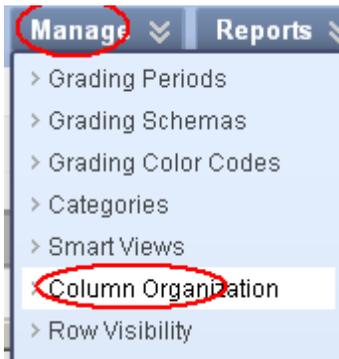
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- b. To hide a column completely in Instructor and Student, click the Action icon of the column you would like to hide and select “Hide Column”. “Hide Column” option turns off the column in Instructor view and Student view.



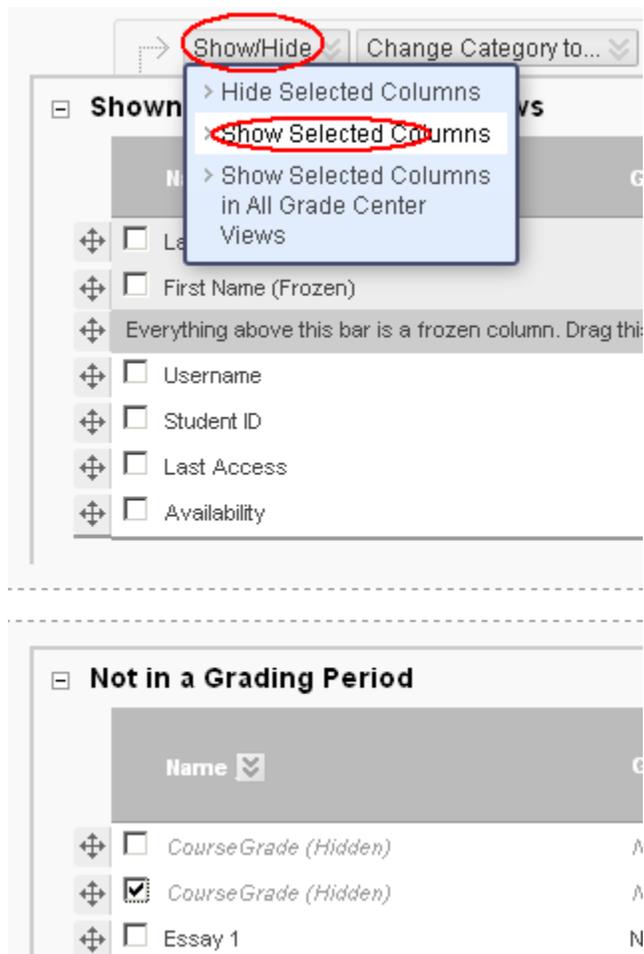
- b-(1) To show a column that completely hidden in Instructor and Student, go to “Manage” and select “Column Organization”.



- b-(2) Check the column you would like to show, go to Show/Hide at upper left and select “Show Selected Columns”.

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b – (3), click “Submit”.