Show/Hide Columns in the Grade Center

There are two ways to Show/Hide columns in the Grade Center:

- from the Action Link Menu for each column header you can
  - Hide/Show the Column from the Students
  - Hide the Column from the Grade Center

- from Column Organization you can Show/Hide the column from the Grade Center
  Note: This does not hide the column from the Students.

To Show/Hide columns from Grade Center:

1. Click on the Full Grade Center link under Grade Center in the Course Management menu.

2. Click the Action Link button (chevron sign) next to the column header to be Shown/Hidden.

3. From the resulting drop-down menu, select the appropriate prompt.

   - **Show/Hide to Users**
     Note: 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.

   - **Hide Column**
     Note: This option only hides the column from the Instructor's view of the Grade Center. The Students will still see it in My Grades.

To Show/Hide columns from Column Organization:

1. Select the check box(es) in front of the columns you wish to show or hide.
2. Select the **Action Link** button next to Show Hide in the Organize Grade Center Action Bar.

3. From the resulting dropdown menu, select one of the following options:
   - *Hide Selected Columns*
   - *Show Selected Columns*
   - *Show Selected Columns in All Grade Center Views*
     
     **Note:** This is a catch all option which if selected will override the options in instructor created Grade Center Views.

4. The previously visible or hidden columns will now exhibit the option selected.

5. Select [Submit] at the bottom of the screen to set the changes.