Step by Step: **Hiding/Showing a Column**

For a more manageable grade book, instructors can hide a column from their view in the Grade Center. This does NOT hide the column grades (if any) from students. Hiding a grade column from students is accomplished through the Show/Hide to Users option which must be selected before hiding the column from instructor view.

1. In the Grade Center, locate the column to hide from instructor view.

   Click the column’s action link and then click **Hide Column** from the drop-down menu.

2. The **Grade Center** page will reload and the selected column will be hidden.

3. To show the column again, click the **Manage** button above the gradebook and click the **Column Organization** link in the drop-down menu.
### Step by Step: Hiding/Showing a Column

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>On the <strong>Column Organization</strong> page, check the checkbox next to the hidden column or columns you want to show.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Show/Hide</strong> button at the top or bottom of the page.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Show Selected Columns</strong> from the drop-down list.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Submit button</strong>.</td>
</tr>
</tbody>
</table>

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**Not in a Grading Period**

- **Goals and Objectives - ferris 050212 (Hidden)**
- **Weighted Total**
- **Total**

**Show/Hide**

- **Hide Selected Columns**
- **Show Selected Columns**
- **Show Selected Columns in All Grade Center Views**

**Submit**