

## Hide Student in Grade Center

- Open the course with the student you'd like to hide. 1.
- In the Course Menu, under **Course Tools**, select **Grade Center**, then **Full Grade Center** (Figure 1). 2.
- 3. On the Full Grade Center screen, click on the Manage button, then click Row Visibility (Figure 2).
- 4. A list of all the students enrolled in the course will be displayed. Select the students who you would like to hide by clicking on the **check box** next to their names (Figure 3).

umn 🗸 Manage 💚 Reports ~ Hide Rows Show Rows LAST NAME FIRST NAME Grading Periods STUDENT ID STATUS **Grading Schemas** < Hampp\_PreviewUser Kelly ia\_ccsu\_hamppk\_previewuser Shown Grading Color Codes Mouse Mickey mickeymouse Shown Categories Moretti PreviewUser Ē Yvette ua\_ccsu\_morettiy\_previewuser Shown Smart Views Hide Rows Show Rows AME Column Organization Row Visibility Send Email Grade Approval and Transfer Click Submit to proceed. Cancel FIGURE 2

FIGURE 3

- 5. Click on the Hide Rows button.
- 6. Click on **Submit**. The students you selected will no longer be visible in the Grade Center. Note: You can unhide a student by following steps 1 to 4, then clicking Show Rows instead.

**Grade Center** 

Needs Grading

Full Grade Center

Assignments Tests

**FIGURE 1**