

Hide, Show, and Delete Columns in Grade Center

Blackboard’s Grade Center allows you to hide, unhide, and delete columns. You can hide columns for just students, or you can hide them from your view and the student view. If you cannot find an item in your Grade Center, you may have hidden it from your view by mistake.

Hide/Unhide a Category from Students

1. Navigate to the **Full Grade Center** from the **Course Management Menu** located on the left-hand side (Figure 1).
2. Once in the Full Grade Center, hover over the column you’d like to hide. Then, click on the **grey arrow** next to the name of the column (Figure 2).
3. In the menu that pops up, click on the option “**Hide from Students (on/off)**” (Figure 2).
4. The column will be hidden from students or shown to students if the column is already hidden. You can easily check whether a column is hidden or not by looking at the name of the column. If the name has a **grey dot with a red slash through it** in front of the name, then students **cannot** see the column (Figure 3). If there is no icon, students **can** see the column.

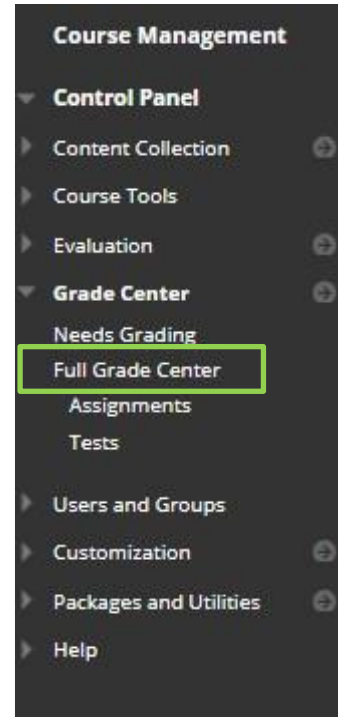


FIGURE 1

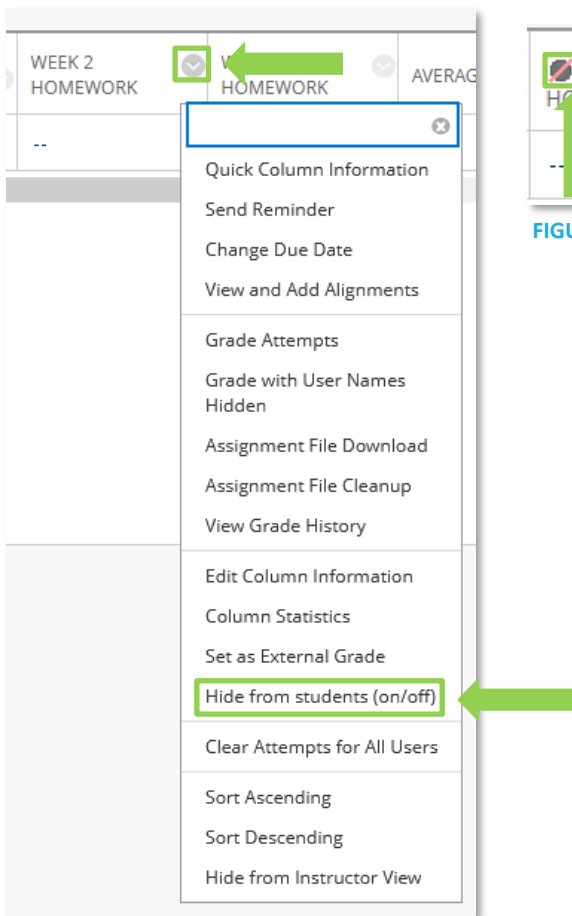


FIGURE 2

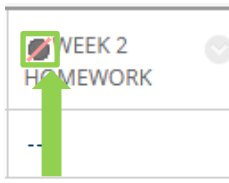


FIGURE 3

Hide, Show, and Delete Columns in Grade Center

Hide a Category from Instructor View

1. In the Full Grade Center, hover over the column you'd like to hide. Then, click on the **grey arrow** next to the name of the column (Figure 4).
2. In the menu that pops up, click on the option "**Hide from Instructor View**" (Figure 4).
3. The column will no longer be visible in instructor view. It will also automatically hide itself from the student view.

Note: If you hide a column for a test or assignment from the instructor view, it will still be taken into consideration by Blackboard for calculating average grades and totals. This may cause them to look like they are being incorrectly calculated. You can clear all attempts by clicking "**Clear Attempts for All Users**" before hiding the column if you want to prevent this. **Note that cleared attempts cannot be restored.**

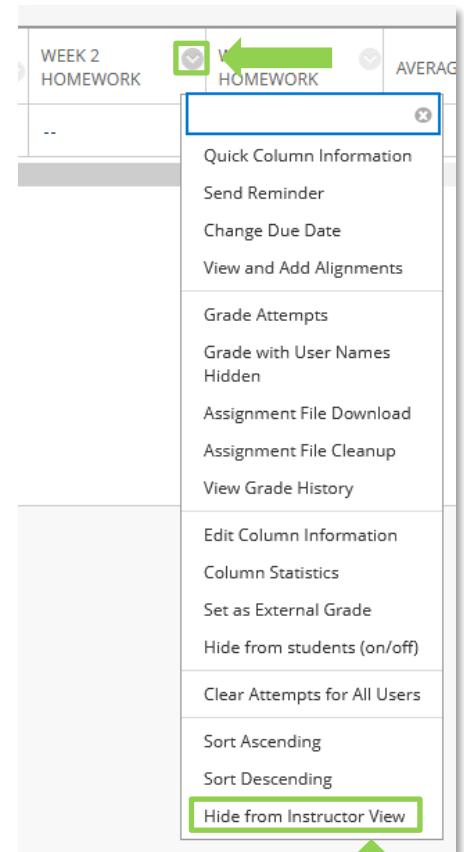


FIGURE 4



Hide, Show, and Delete Columns in Grade Center

Unhide a Category from Instructor View

1. In the Full Grade Center, hover over the **Manage** button at the top of the screen. Then, click on **Column Organization** (Figure 5).

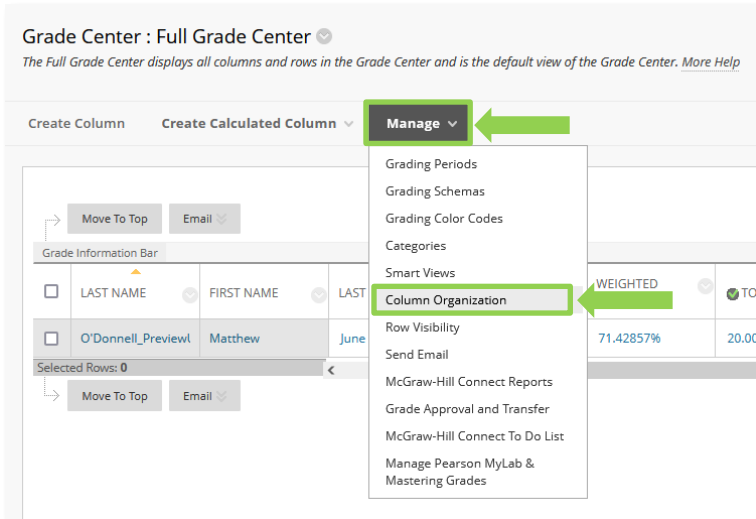


FIGURE 5

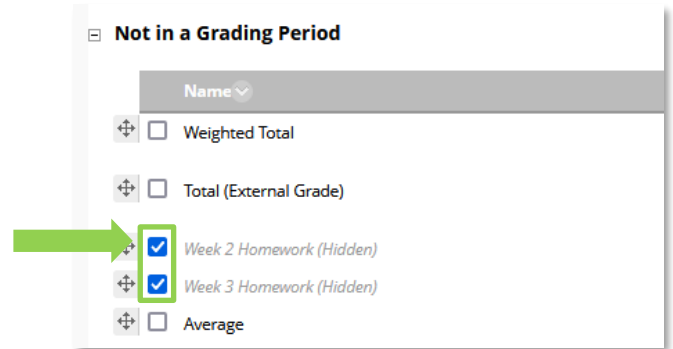


FIGURE 6

2. Locate the columns you'd like to unhide. Unhidden columns will be in regular black text, and hidden columns will be in *grey italics* with *(Hidden)* at the end. Click on the **check box** next to the columns you'd like to unhide (Figure 6).
3. Scroll down to the bottom of the page. Click on the button that says **Show/Hide**. Then, click on the option that says "**Show Selected Columns**" (Figure 7).
4. Click on the **Submit** button to save your changes. You will now be able to see the columns.

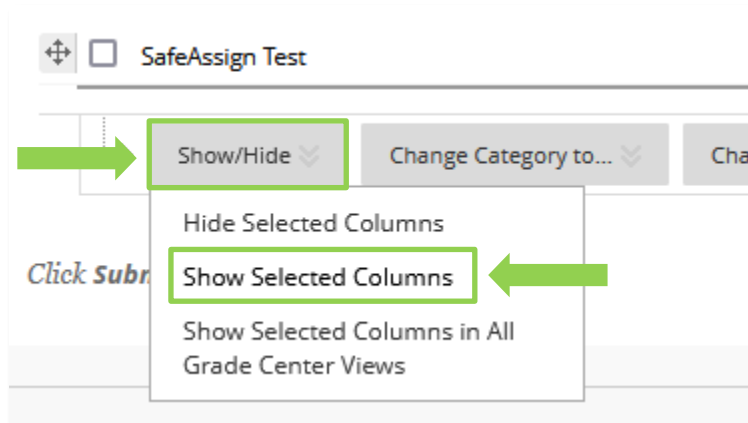


FIGURE 7

Delete a Category

1. In the Full Grade Center, hover over the **Manage** button at the top of the screen. Then, click on **Column Organization** (Figure 5).
2. Locate the columns you'd like to delete. Click on the **check box** next to the columns which will be deleted. (Figure 6).
3. Click on the **Delete** button at the bottom of the page (Figure 8).

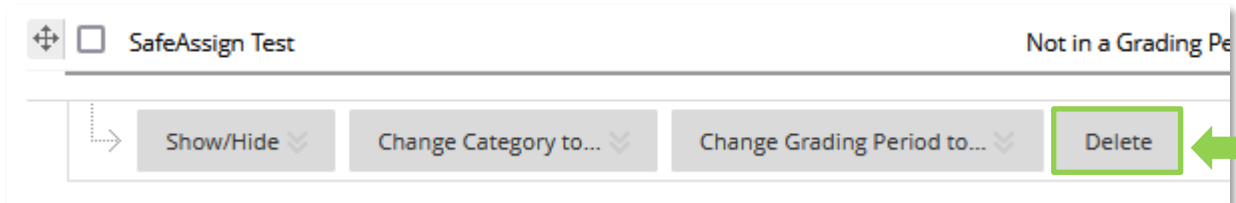


FIGURE 8

4. A warning popup will display to make sure you're sure you want to delete the column.

Note: You will **not** be able to restore columns after deleting them. Any student submissions, grades, etc. will be permanently lost. Make sure you're certain that you are deleting the correct columns.
5. Click **Continue**, and then **Delete** (Figure 9).

Note: If the column you want to delete is associated with an assignment or test, the column will not be removed. All the data associated with the column will be deleted, but the column will remain. You can then hide the column by following the above "**Hide a Category from Instructor View**" section to make it no longer appear.

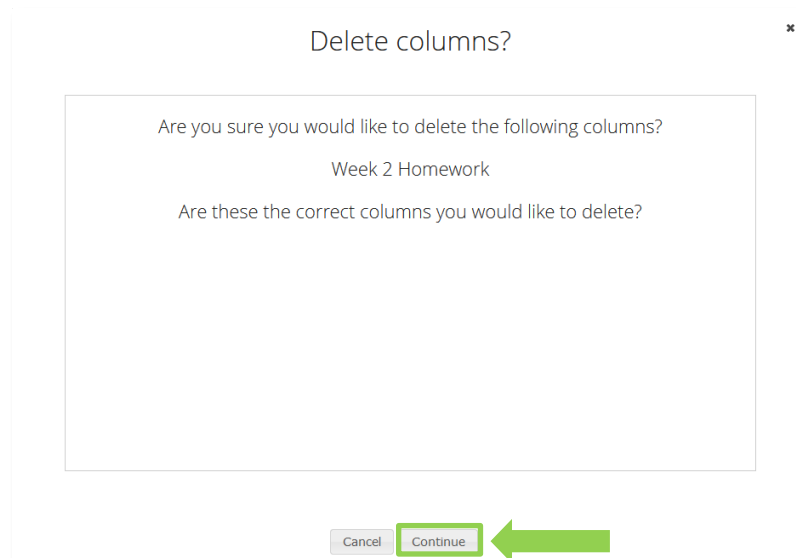


FIGURE 9