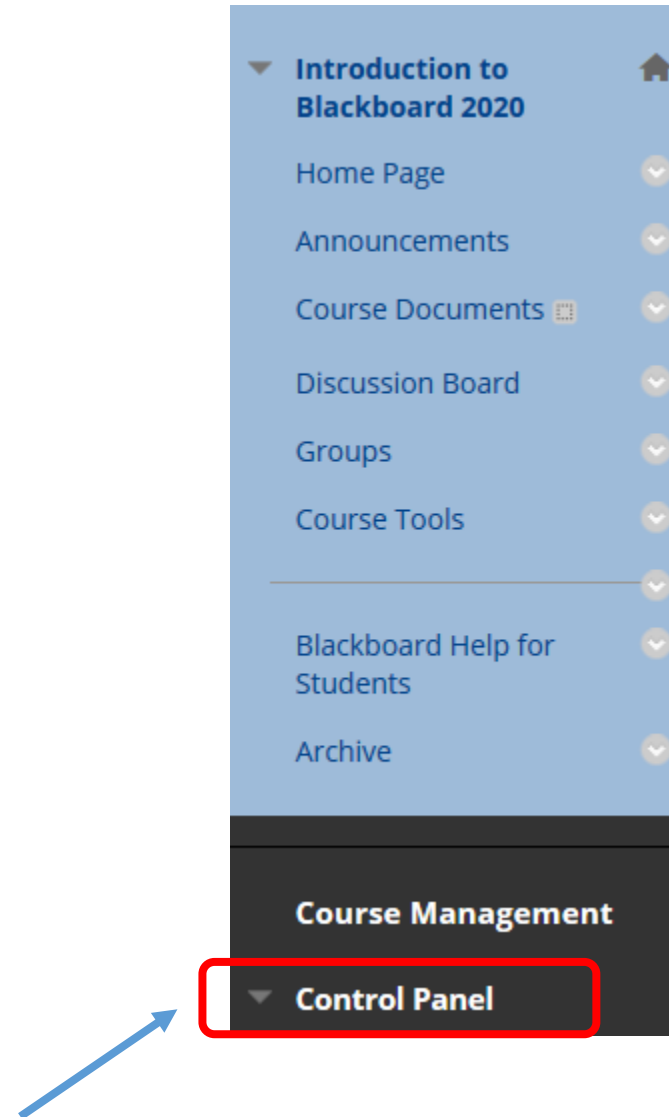




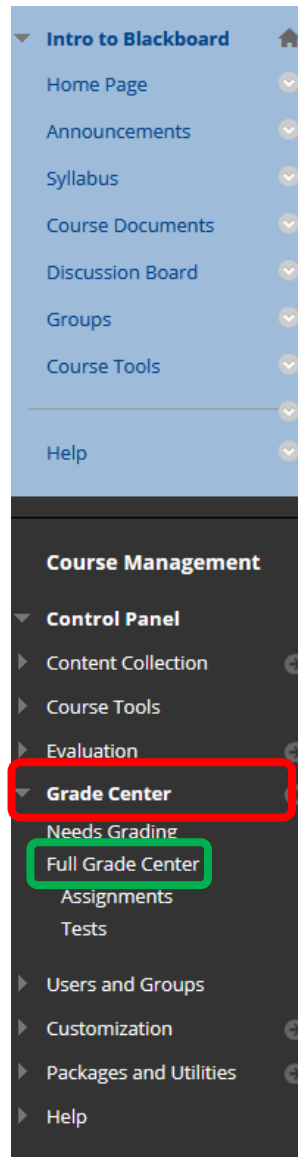
How to Hide a Column in the Grade Center

*****These instructions focus on the Total column, can be used to hide ANY column in your grade center.***

1. Log in to the Course on Blackboard. Click **Control Panel** to expand a list of options.



2. Click **Grade Center** to show a smaller list of options. On that list, click **Full Grade Center**.



3. In this example we will hide the Total column from the student's view of their grades for the course.

Click the arrow to the right of the title of the Total column (marked in red below). A list of options will appear. On that list, click **Edit Column Information**.

The screenshot shows the Blackboard Grade Center interface. On the left is a navigation menu with sections: Intro to Blackboard, Course Management, Control Panel, and Grade Center. The main content area is titled 'Grade Center : Full Grade Center' and contains a table of student grades. The table has columns for LAST NAME, FIRST NAME, LAST ACCESS, TOTAL, HW #1, and HW10. The 'TOTAL' column header has a dropdown arrow highlighted with a red box. A dropdown menu is open, showing options: Quick Column Information, Edit Column Information (highlighted with a green box), Column Statistics, Sort Ascending, Sort Descending, and Hide from Instructor View.

| | LAST NAME | FIRST NAME | LAST ACCESS | TOTAL | HW #1 | HW10 |
|--------------------------|---------------|------------|-------------------|--------|-------|------|
| <input type="checkbox"/> | Stestperson10 | Student | August 2, 2021 | 68.00 | | -- |
| <input type="checkbox"/> | Stestperson9 | Student | September 16, 202 | 243.00 | | ! |

4. Scroll down this page to the bottom of the page to locate the hide from students option...

Intro to Blackboard

- Home Page
- Announcements
- Syllabus
- Course Documents
- Discussion Board
- Groups
- Course Tools
- Help

Course Management

- Control Panel**
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
- Needs Grading
- Full Grade Center
 - Assignments
 - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

Quick Unenroll

Edit Total Column

* Indicates a required field.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

The unweighted sum of all grades for a user.

Path: p

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

DATES

Date Created Oct 14, 2021

SELECT COLUMNS

SCROLL DOWN

5. Change **Show this column to students** to **No** by clicking the **circle to the right** of No (marked in red below).

Click **Submit** to finalize the process.

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total All Grade Columns
 Selected Columns and Categories

Calculate as Running Total Yes No
*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

Include this column in Grade Center calculations Yes No

Show this column to students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

Click **Submit** to proceed.

Success! The Total column is now hidden from student's view of their grades for the course. Please note the symbol marked in red below – this is a visual indication that the column is hidden from students.

Success: edited column: Total.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

| Grade Information Bar | | | | | |
|--------------------------|---------------|------------|-------------------|---|-------|
| <input type="checkbox"/> | LAST NAME | FIRST NAME | LAST ACCESS | <input checked="" type="checkbox"/> TOTAL | HW #1 |
| <input type="checkbox"/> | Stestperson10 | Student | August 2, 2021 | 68.00 | 🟡 |
| <input type="checkbox"/> | Stestperson9 | Student | September 16, 202 | 243.00 | ✅ |

Selected Rows: 0